



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

August, 2023



National Night Out



Area E serves as host to the National Night Out event.

This Nationwide event takes place each year on the 1st Tuesday of August. This year it will be August 1st, 2023. Our National Night Out event will be held in the common area in front of 42 Fir Street from 6:00 p.m - 7:30 p.m.

Bring your lawn chairs. Come out to meet our new Mayor, hear from our Police Department and receive information on Fire Prevention from our Fire Department, as well as to meet and enjoy conversing with your neighbors. Light snacks will be provided.

See you there!



Did You Know?



Did you know that it was in August 1948 when the first residents moved into Park Forest. Park Forest was the first post war planned community with the focus on providing affordable homes for our returning GI's from World War II.

The model for Cooperative Housing was innovative, and this model has since been nationally recognized and continues to be used today providing affordable housing throughout the United States. Further, some four decades later on the 14th of August, 2004, the Village of Park Forest recognized that the HUD mortgage on the Area E Cooperative had been retired.

Subsequently, the Village of Park Forest proclaimed August 14th as Area E Cooperative Day!

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

- August 16th -- Board Meeting @ 7:30 p.m.

ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



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. If you receive a warning ticket and you are questioning what it is for, please call the Office. One of the Maintenance Staff will come by and show you what needs to be done to rectify the problem before the work is completed and a chargeable ticket issued.

QUARTERLY FURNACE FILTER REPLACEMENT

Please be advised that our quarterly furnace filter replacement will begin on Monday, August 7th. The schedule is as follows:

Monday, August 7th—Courts E-1 and E-2

Tuesday, August 8th—Courts E-3 and E-4

Wednesday, August 9th—Courts E-5 and E-6

Thursday, August 10th—Courts E-7 and E-8

Friday, August 11th—Courts E-9 and E-12

Monday, August 14th—Court E-10

Tuesday, August 15th—Courts E-11 and E-13

Wednesday, August 16th—Court E-14

Thursday, August 17th—Elm and Gerstung duplexes

Friday, August 18th—Gibson and Krotiak duplexes





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. **Garbage is NOT allowed in the recycle bin** as this attracts bees, rodents, etc. Make sure to contain the items in the bin and bring in your recycle bin once it is picked up. Thank You!



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 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!



Flower Reimbursement



The Cooperative will 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



All garbage cans must have a lid to deter animals from digging through garbage. Failure to provide a lid will result in a fine. Also, 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, bulk items and/or excess garbage may not be set out prior to the evening before pick up. Thank You for your cooperation!



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	\$35,000

WELCOME!

Anthony Wilson

2 Bedroom End	
E-2	\$42,000

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 July Board Meeting

The July meeting of the Board of Directors was held on Wednesday, July 26th, 2023. All Board Members were in attendance with the exception of Barb Varner, Secretary, and Joel Ramirez, Director-at-Large. There were no Shareholder in attendance. The Executive Session and General Session Minutes from the June 28th, 2023, Board Meeting were approved. There were no Member Comments. There was one Shareholder approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they were walking the property for violations, following up and repairing grading issues against the buildings, keeping up with the water calls after the large amount of rain received, working on a new water management project while continuing to add to the previous project started, keeping up with Handyman Items, keeping up with emergency calls, keeping up with the storm damage from the heavy rains, servicing and repairing air conditioners, repairing and replacing hot water heaters, repairing roof leaks from the recent storms, repairing leaks in units, working on move-out/move-in units, and servicing, repair-

ing, and replacing faucets, toilets, sinks, vanities, lights, switches and outlets, window parts, electric lines, etc. A brief discussion took place regarding a question about the furnace inspections performed by Climate Control. The Audit Engagement Letter from Picker and Associates was approved for the three-year option. Sandy Isaac, Property Manager, reported there were 10 units on the market with two contracts and one upcoming contract, the annual grub control application was completed, and gave a reminder that the August Board Meeting will be held one week early, August 16th, 2023. President Craig Williams thanked the Board Members for giving their time as a Board Member and appreciates how they work together, even if they don't agree on everything, they come to an agreement, which is what it is all about looking out for the best interest of the Cooperative, he thanked Maintenance and the Office, and stated he would be attending a meeting in August about real estate taxes at Birch Street Townhomes representing Area E Cooperative as Board President. Rashad Sanford, Treasurer,

reported the Cooperative received \$2,122.10 in interest on the MaxSafe CD held at Old Plank Trail Bank for the period April through June, 2023, and Form 5500 for the year ending 2022 was completed and filed electronically in accordance with the requirements for the 401(k) Profit Sharing Plan. Barbara Jackson, Member Satisfaction Commission Chair, stated she is looking forward to National Night Out on August 1st, 2023, and spending time with neighbors. Jim Hardin, Green Commission Chair, reminded everyone about the Recycle Fest at the Village of Park Forest on Saturday, July 29th, 2023, and stated he was looking into what could be done about Shareholders who put food items in their recycle bins that attracts bees, rodents, etc. There was no Unfinished Business. The Board Meeting adjourned at 8:52 p.m.



Fire Safety



Don't forget you cannot store gas lawn mowers, grills, etc., on your front or rear porch. Gas cans, flammable liquids, etc., cannot be stored anywhere out in the open. In addition to these items, you cannot store or utilize a fire pit on either porch. While gas lawnmowers, grills, and fire pits may be used, please remember to practice fire safety measures to reduce the risk of injury and damage. Remember that these items are NOT allowed on the porches. If any of these items are found on the front or rear porch, you may be fined. Thank you for your cooperation!



Main Street Market



The Park Forest Main Street Market, formerly the Park Forest Farmer's Market is open every Saturday from 7:00 a.m. to 12:00 p.m. through October 28th, 2023. The Market hosts 36 full spaces with a variety of fresh flowers, fresh fruits and vegetables, bakery goods, herbs, and dairy products. Local businesses are also on hand at the Market selling artwork, garden ornaments, jewelry, and more. The Park Forest Main Street Market is located at 152 Main Street. This is the lot directly across from the Victory Center next door to Dollar General. Due to the COVID-19 Pandemic, face coverings are suggested for unvaccinated customers, 6 feet social distancing rules are enforced, and products may not be handled before purchase. Hand sanitizer stations will be available to keep your hands clean. See the Village of Park Forest website for more information. Come to the Main Street Market to browse and shop!

**Park Forest Cooperative IV Area E
August, 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.



With Sympathy



We regret to inform you that Area E has lost another wonderful Shareholder. Please keep the family of Sam Presswood in your thoughts and prayers.

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!



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 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!