



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

October, 2023

Happy Halloween

AREA E
BOARD OF DIRECTORS

Budget Meeting



The Board of Directors has scheduled the 2024 Budget Meeting for Wednesday, October 18th, at 6:30 p.m. in the Cooperative Office. All Members are welcome to attend and give insight and opinions into next year's Budget! Thank you!

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

There will be NO Board Meeting in the month of October



Office Closing



The Cooperative Office will be closed on Monday, October 9th, in honor of Columbus Day. In the event of an emergency, you may contact Emergency Service at 708-754-2003. Our Office will resume business hours for appointments on Tuesday, October 10th. Thank you!

Beautification Awards - Honorable Mention



This year the Beautification Awards also consist of three units that received an honorable mention. These three units have shown continued effort to improve their yards and beautify the property. The units that won the 2023 Beautification Award Honorable Mention are 9 Gibson, 2 Gerstung, and 4 Gerstung.

Thank you to these Shareholders for continuing to make Area E a beautiful place to live. Congratulations!

Board Property Walk



The Board of Directors will be walking the entire property with the Property Manager, Maintenance Supervisor, and Groundsmen on Saturday, October 21st, 2023, weather permitting. During the walk the Board will be looking at the property, the buildings, and possible future projects.

Vehicle Towing



Due to the increasing number of calls for the towing company to tow a vehicle out of a Shareholder's parking space, moving forward, if the tow company is called by our Staff and comes to the property, if the vehicle is not towed, the Board of Directors has instituted a \$250.00 fine to be assessed to the offending Shareholder who has violated the parking policy by parking in another Shareholder's parking space. This fine will also be assessed if it is found to be an occupant or any guest of the Shareholder's unit. Please be respectful of your neighbors and be mindful of the parking policy.



Did You Know?



Did you know that the month of October has more highlights than just Halloween? October is also known for Breast Cancer Awareness Month, Healthy Lung Month, National Physical Therapy Month, and Mental Health Awareness Month. October is also National Animal Safety and protection month, National Pet Awareness Month, and Dental Care Month for Pets.

October is the last month for picking ripe apples to help prepare those delicious apple pies for Thanksgiving. October is also known as the Official Fall Gumbo Month.

On October 10th, 1845, the United States Naval Academy was established in Annapolis, Maryland, and is still in operation today. October, 1929, saw the end of the Wall Street Stock Market Crash, known as Black Thursday.

Halloween remains the most notable event in the month of October. The evening of October 31st is when children dress in various costumes and go door to door asking for candy. This usually takes place in residential areas. Here in Area E there are some 400 residential units, and we have lots of Shareholders who enjoy seeing the children in their costumes. Many of our Shareholders participate in this event by passing out candy once the children announce "trick or treat". With more than 400 units, our children never have to leave Area E for this to be a joyous event, so, parents come out with your children this Halloween and remember that there is safety in numbers.



Leaves and Sticks



As the cooler weather approaches, trees in our area will be losing their leaves. Please remember that leaves and sticks should be raked up and bagged for yard waste. Neither leaves nor sticks can be raked into the common areas or street. If a Member is found to be raking their leaves and/or sticks into the common areas or street, they may be assessed fines. Thank you for your cooperation!



Shred/Drug Take-Back Event



The Village of Park Forest's Sustainability Office will be holding a Shred/Drug Take-Back event on Saturday, October 7th. The event will be at the Village Hall parking lot, 350 Victory Drive, from 10:00 a.m. - 12:00 p.m. Enter the Village Hall at Main Street off of Orchard Drive. Paper and prescription drugs will be picked up. There is a limit of 2 boxes of paper per vehicle. 3-ring binders and plastic sleeves are not allowed in the shredding box. Shredding will happen on site. Liquids and sharps are not allowed with the prescription drugs. Please label your boxes. Just pull the vehicle up and the boxes will be taken from your trunk! Residency is not required for this event. Take advantage of this event to dispose of old papers and medication!



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-8	\$25,400
E-9	\$32,400
E-13	\$34,900
E-14	\$22,400

WELCOME!
Pamela Mohead
Jordan Ferguson
Keon Price
Chanel Battle
Kionie Abraham

2 Bedroom End	
E-2	\$37,000
2 Bedroom DU/SD	
	\$35,400
	\$40,000

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 September Board Meeting

Page 3

The September meeting of the Board of Directors was held on Wednesday, September 27th, 2023. All Board Members were in attendance. There were two Shareholders in attendance. The Executive Session and General Session Minutes from the August 16th, 2023, Board Meeting were approved. Member Comments included clarification on the definition of personal situations, solar panels on the roofs, insulation for the units, and concrete work. There were five new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been working on move-out/move-in units, keeping up with the Handyman Service, trimming trees, keeping up with after-hour emergencies, prepping areas for concrete work along with removing posts, bushes, and talking with Shareholders who must move personal belongings, working on roof leaks and repairing damage from the leaks, walking the property for violations, repairing air conditioners, repairing and replacing hot water heaters, repairing bad grass areas, keeping up with bees and wasps, and ser-

ving, repairing, and replacing bad faucets, toilets, vanities, main stacks, drain lines, supply piping, lights, outlets, switches, window parts, doors, locks, etc. Executive Session items were voted on. Sandy Isaac, Property Manager, reported there were eight units on the market, five units sold in August/September, the 3rd application of fertilizer is scheduled for next week, congratulated all the Beautification Award Winners and thanked them for their contribution to the beauty of the Cooperative, the November Board Meeting has been scheduled for November 15th, the Board Property Walk is scheduled for October 21st, Fire Prevention Week will be celebrated the second week of October by the Park Forest Fire Department, the Park Forest Veterans' Commission will celebrate Veteran's Day with an event on November 4th at Freedom Hall, and congratulated Luis Hernandez as he celebrated 15 years working for the Cooperative. President Craig Williams congratulated Luis on his tenure with the Cooperative, thanking him for the excellent service he provides to the 402 families, thanked the entire

Maintenance Staff and Office Staff, and recognized the Board of Directors for their diligence and time spent making important decisions for the Cooperative. Rashad Sanford, Treasurer, reported the 2022 2nd Installment Real Estate Tax Bills are scheduled to be out in November with a December due date, the 2024 Budget is in preparation, and the 2024 Budget Meeting is scheduled for October 18th, 2023, at 6:30 p.m. Barbara Jackson, Member Satisfaction Commission Chair, reported the next Commission Meeting will be held in February, 2024. Jim Hardin and Barb Varner, Green Commission Chairs, did not have a report. There was no Unfinished Business. It was noted there is a Fall Festival at Somonauk Park in Park Forest on September 30th from 9 am to 3 pm where there will be vendors along with the grand re-opening of the Park. The Board Meeting adjourned at 8:26 p.m.



Fire Prevention Week



The Park Forest Fire Department is proud to celebrate Fire Prevention Week. This year's Fire Prevention Week theme: "Cooking Safety Starts with You". The campaign works to educate the public about basic but essential ways to quickly and safely escape a home fire. This year, Park Forest Fire Department will be hosting some activities during Fire Prevention Week (October 8th - 14th). The Fire Department will host a pop-up event that includes demonstrations with the safety trailer, Fire Department vs. Police Department tug-of-war contest, hands-on fire extinguisher training, touch-a-truck, giveaways, games, and music. This pop-up event will be held on Wednesday, October 11th, at Somonauk Park from 4:00 p.m. to 6:00 p.m. On Friday, October 13th, the Fire Department will host a Fire Prevention Week Open House at the Fire Department from 4:30 p.m. to 8:00 p.m. There will be demonstrations with the safety trailer, a bounce house, station tours, touch-a-truck, giveaways, a camp fire, s'mores, popcorn, and vendors will be present. At 6:45 p.m. the movie "The Cat in the Hat Knows a lot About Camping" will be shown on the big screen with popcorn being served.



REMINDER



Don't forget, ALL outdoor hoses and rain barrels must be disconnected as of November 1st, 2023. If the hose is connected, the Cooperative will disconnect the hose or rain barrel and a fine will be assessed.

Park Forest Cooperative IV Area E October, 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

Nia-Imani Thomas, Office Assistant

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.



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 and appointments will be accepted through November 30th, 2023. Thank You!



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!



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.



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!