



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

December, 2023

Happy Holidays!!

AREA E COOPERATIVE
BOARD OF DIRECTORS

The Area E Board of Directors and Staff wish all of you and your families a joyous holiday season and a very happy, safe, and prosperous New Year!

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

Holiday Office Hours

The Cooperative Office will be closed on Monday, December 25th, and Tuesday, December 26th, for the Christmas holiday. The Cooperative Office will also be closed on Monday, January 1st, and Tuesday, January 2nd, for the New Years holiday. Please call Emergency Service at (708) 754-2003 if you have a maintenance emergency or a towing request while the Office is closed.

There will be NO Meetings in the month of December



We Made it! It's December, the last month of the year 2023!



Did You Know?

Holiday acknowledged during the month of December: Christmas, Hanukkah, Immaculate Conception, New Year's Eve, Posadas Navidenas, St. Nicholas Day, Watch Night, Yule, and many others.

No matter what holiday you and your family may celebrate during the winter month of December, winter in the Midwest can be absolutely beautiful!

Watching the fall of the snow as it settles on the trees and shrubbery that align the many decorated homes here in the south suburbs can be a wonderful scene.

Here, in Area E, there are nearly 300 mature trees. This includes some 10, 12, and 15 foot tall Evergreens (commonly called Christmas Trees).

While many homes and shrubs in our Cooperative are beautifully decorated, I believe that most Shareholders would agree that nature, itself, has a way of making the tallest and fullest trees absolutely picturesque.

Few things are as pretty as fresh snow and icicles hanging on Evergreen trees. I can almost feel the chill as I write. So, let's get a cup of hot chocolate, apple cider, or your favorite tea, sit at a window, and watch nature create its beauty as we rewrite New Year's Resolutions.

~ Barbara Jackson, Member Satisfaction Chair

Calendars



To ensure that all Shareholders are aware of projects and meetings, etc., a 2024 Calendar of Events has been enclosed for you! The Calendar shows the months furnace filters will be replaced, mulch and dirt will be available (subject to change), kitchen floor replacement begins, gutter cleaning takes place, final fall clean-up, etc. The Calendar also displays when Board Meetings and Commission Meetings are scheduled to occur. In addition to the 2024 Calendar of Events, enclosed is a list of the 2024 Office and Maintenance Holiday Closings. This denotes the dates that the Cooperative Office is closed for holidays and also informs you when garbage and recycling days will change due to holidays. If further information is needed, please feel free to contact the Cooperative Office at (708) 748-9005.





Snow Removal Reminders



As we approach our winter season, when shoveling snow out of your parking stall, please shovel toward the grass/curb instead of pushing the snow into the court. This will make plowing much faster in all of the courts. Also, when salting your sidewalks, please make sure you use Magnesium or Calcium Chloride. We have some available for purchase in five gallon buckets. The cost is \$50.00 per bucket. If you already have a bucket and need a refill of salt, the cost is \$40.00. No rock salt can be used on concrete surfaces or you may be fined. This will ensure that the sidewalks stay in better shape for years to come. Thank you for your cooperation!!



Christmas Tree and Light Recycling



Recycling is available for Christmas trees and lights. Lights are accepted from November 20th - January 19th. Lights can be dropped off at the Village Hall. They will be recycled responsibly by Gaby Iron. Christmas trees are accepted December 29th - January 19th. Trees can be dropped off at the Aqua Center parking lot. They will be mulched and used for local playgrounds.



Gutter Cleaning/Final Fall Clean-Up



After the fall gutter cleaning takes place, the final fall clean-up will begin. During the final fall clean up, window wells are unable to be cleared of leaves due to the possibility of breaking a window. After the fall clean-up is completed, window wells should be cleaned by the Shareholders. Thank you for your cooperation!



Hat and Scarf Drive



The Village of Park Forest's Commission on Human Relations is hosting a hat and scarf winter drive. Donations of new winter hats and scarves are being accepted through December 8th. Items should be dropped off at the lobby of the Village of Park Forest, 350 Victory Drive.

Center for Hard to Recycle Materials

The Center for Hard to Recycle Materials (CHaRM center) is accepting items every Tuesday from 7 a.m. - 12 p.m., every Thursday from 2 p.m. - 7 p.m., and every second Saturday of the month from 9 a.m. - 3 p.m. CHaRM is located at South Suburban College, 15800 S. State Street, South Holland, in the northwest corner of the campus. They accept electronics, TV's (Saturday only), clothes and textiles, small furniture and appliances, household recycling, Styrofoam, and personal healthcare equipment. For more information, email charm@ssc.edu or call 708-596-2000, Ext. 2442.



Blood Drive



The family of Joe Smith, former Member of the Board of Directors, is again hosting a Blood Drive in honor of Joe. It will be held on Saturday, December 9th, from 9:00 a.m. to 2:00 p.m. at St. Veronica Parish, 1131 Douglas Avenue, Flossmoor. If you are interested in donating blood, please call Vitalant at 877-258-4825 or visit vitalant.org and use group code 10055362. Appointments are recommended, and you must bring a Photo ID to your appointment. To prepare for donation, eat and hydrate well.



Marketing Report—Available Units



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

2 Bedroom Interior

E-8	\$25,400
E-9	\$25,000
E-9	\$32,400
E-14	\$22,400

WELCOME!

Kenneth Carroll
Rochelle Johnson

2 Bedroom End

E-2	\$32,000
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2 Bedroom DU/SD

	\$35,400
	\$40,000

To aid in the sale of your unit, contact the Cooperative Office and give permission for the staff to show your unit!

Highlights From The November Board Meeting

Page 3

The November meeting of the Board of Directors was held on Wednesday, November 15th, 2023. All Board Members were in attendance. There were no Shareholders in attendance. The Executive Session and General Session Minutes from the September 27th, 2023, Board Meeting were approved. There were no Member Comments. There were two new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been walking the property for violations, keeping up with the Handyman Service, working on roof leaks, repairing plumbing leaks in units, patching damage from leaks in units, repairing and replacing bad hot water heaters, working on move-out/move-in units, working with the contractor on tree trimmings, plantings, and removals, working on grading areas on the property to re-direct water, keeping up with the emergency service, keeping up with cleaning and servicing storm drains, and servicing, repairing, and replacing faucets, toilets, vanities, main stacks drain lines, supply piping, lights, outlets, switches, window parts, doors, locks, etc. Rashad Sanford,

Treasurer, gave a brief overview of the 2024 Budget Meeting, and the 2024 Budget was approved with a 3% increase in carrying charges. The 2024 Calendar of Events was discussed for Commission Meeting dates which will be distributed with the December Management Update. Sandy Isaac, Property Manager, reported there were six units on the market, the third application of fertilizer took place as scheduled, the winter fertilizer application will be offered to the Shareholders, gutter cleaning will take place in addition to the final fall clean-up although window wells will not be cleaned out due to the possibility of breaking windows, and noted Commonwealth Edison will be changing all their account numbers in 2024. President Craig Williams thanked everyone on the Board and Management for their continued hard work, hard decisions that are made working together, and looks forward to 2024. Treasurer Rashad Sanford reported the Cooperative earned \$2,134.05 in interest on the MaxSafe CD at Old Plank Trail Bank for the period of June through September, 2023, and the 2022 Second Installment Real

Estate Tax Bills were received in the total amount of \$384,167.92 for the five parcels, the funds will be transferred from the Tax and Insurance Escrow Account to the Operating Account, and the Tax Bills will be paid on December 1st, 2023. Barbara Jackson, Member Satisfaction Commission Chair, did not have a report. Jim Hardin and Barb Varner, Green Commission Chairs, stated the information for recycling Christmas trees will be in the December Management Update once received from the Village of Park Forest. Karin Gerson, Director-at-Large, briefly discussed an electric vehicle charging act that may be signed into law. The possibility of people sponsoring Ukrainian families was discussed, and the proper procedures to be followed. Metal roofs were brought up. There was no Unfinished Business. The Board Meeting adjourned at 8:36 p.m.



Cold Weather



As the seasons are changing, the cold weather will be coming our way. Please keep your heat turned up and run your faucets at a drip to avoid frozen pipes. Please be safe and stay warm in the extreme temperatures. If you need assistance or have an emergency situation, please call the Cooperative Office at (708) 748-9005 during normal business hours or Emergency Service at (708) 754-2003 after hours. Thank you for your cooperation!



Rental Parking Spaces



If you currently rent a parking space, we will be raffling the spaces in December for parking space rental in 2024. If you rent your space through a contract, the Board of Directors will honor the contract, and the raffle does not apply to you. A notice will be delivered in the beginning of December to the courts with an additional parking space(s) available to rent for Shareholders to enter the raffle.



Holiday Market



Come celebrate the Winter Holiday Market on the Village Green on Saturday, December 9th, from 11:00 a.m. to 6:00 p.m. The Winter Holiday Market will feature holiday shopping, reindeer petting, holiday caroling, meeting Santa, and many more fun-filled events for the entire family. Bring your cameras to take pictures of Santa and his reindeer. Bring the whole family to safely enjoy some holiday fun!

**Park Forest Cooperative IV Area E
December, 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.



With Sympathy



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



Furnace Maintenance



If you have a concern that there is a problem with your furnace, please contact the Cooperative Office at (708) 748-9005 or Emergency Service at (708) 754-2003, and initiate a work order for Maintenance to inspect. Please **NEVER** open your furnace! Thank you for your cooperation!!

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!!



Safety



The Park Forest Police Department reminds residents that leaving a running vehicle with the key inside and unattended is both a violation of Village ordinance and results in stolen vehicles every winter. Also, remembering to lock your vehicle whenever you are away from it helps prevent motor vehicle burglaries. Help the Police Department protect you by taking simple steps to keep your property secure.

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.