



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

February, 2024

## Happy Valentine's Day!!

AREA E COOPERATIVE BOARD OF DIRECTORS



### Board Positions Available



Are you interested in becoming a Board Member? There will be three positions available this April. All three positions will hold a three-year term. If you wish to become a candidate for the Board of Directors, and you would like to have your name included on the Ballot, please submit a Letter of Intent to Park Forest Cooperative IV Area E, Attention—Barb Varner, Secretary. The deadline for the Letters of Intent will be March 22nd, 2024. Letters of Intent are to be limited to one page and may be brought to the Management Office with an appointment or received in the drop box. 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

### Please Remember

The *House, Grounds and Member Relations Manual* does **not** state the Cooperative performs snow removal or salting. Everything that is done by our Maintenance Department is a courtesy.

All Shareholders have responsibilities for their sidewalks and parking spaces. The Cooperative Maintenance assists as time permits; however, emergency work orders such as furnace problems and broken pipes will take precedence over snow removal. Maintenance is always watching the weather during winter storms. Please do not approach the Maintenance Staff as they are assisting in the snow and ice removal.

#### IMPORTANT DATES

- February 28th -- Board Meeting @ 7:30 p.m.

**ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.**



### Cold Weather



While the temperatures may now be rising, please watch to take precaution once the temperatures may again dip below freezing. When that does happen, 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!

### QUARTERLY FURNACE FILTER REPLACEMENT



Please be advised that our quarterly furnace filter replacement will begin on Monday, February 12th. The schedule is as follows:

Monday, February 12th—Courts E-1 and E-2

Tuesday, February 13th—Courts E-3 and E-4

Wednesday, February 14th—Courts E-5 and E-6

Thursday, February 15th—Courts E-7 and E-8

Friday, February 16th—Courts E-9 and E-12

Tuesday, February 20th—Court E-10

Wednesday, February 21st—Courts E-11 and E-13

Thursday, February 22nd—Court E-14

Friday, February 23rd—Elm and Gerstung duplexes

Monday, February 26th—Gibson and Krotiak duplexes



## 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 15th, 2024.



## Snow Removal Reminders



When shoveling snow out of your parking stall, please shovel toward the grass/curb instead of pushing the snow in the court. 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 will be \$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!!



## Parking



Please remember that parking is limited in the Cooperative. Each unit has one assigned parking space. While this may be inconvenient, parking is not allowed in other Members' spaces as well as the fire lanes. If a car is seen in the fire lane or double parked, it may be towed at the owner's expense. This is especially important during the winter months when the Cooperative is able to assist and plow early in the morning. Thank you for your cooperation in this matter.



## Jazz, Wine, & Chocolate



Join the Village of Park Forest's Commission on Human Relations for a night of jazz, wine, and chocolate from Park Forest's very own Vintrendi Wine Company and Dulce by Dori at Dining on the Green, 349 Main Street, on February 9th, beginning at 7:00 p.m. Tickets are \$10 per person or \$17 for couples. To purchase tickets, contact Community Relations Coordinator, Evelyn Randle, at 708-283-5621 or email [erandle@vopf.com](mailto:erandle@vopf.com). Come out and enjoy live music, taste a variety of wine flavors, and close it out with a variety of chocolate.



## Toilet Issues



The Cooperative Maintenance Department has recently encountered sewer back-up issues. Please remember that nothing but toilet paper should be flushed down the toilet. This includes flushable wipes. If a back-up occurs and Maintenance finds anything in the toilet from Member neglect (i.e., wipes, toys, combs, sanitary napkins, etc.), the Member will be charged time and material costs. Items such as Clorox drop-ins are **NOT** to be put in the toilet tank. They are acidic-based and may eat holes through parts of the toilet. If you have any problems with your toilet, please contact the Office and put in a work order. Thank you!



## 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-1 \$25,000
- E-8 \$25,400
- E-8 \$25,000
- E-9 \$32,400
- E-14 \$22,400

# WELCOME!

Linda Worthon  
Torshaun Stamps  
Rachael Kapocius

### 2 Bedroom End

- E-2 \$32,000

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 January Board Meeting

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The January meeting of the Board of Directors was held on Wednesday, January 24th, 2024. All Board Members were in attendance with the exception of Director-at-Large Barbara Jackson. There were no Shareholders in attendance. The Executive Session and General Session Minutes from the November 15th, 2023, Board Meeting were approved. There were no Member Comments. Luis Hernandez, Maintenance Supervisor, reported they have been walking the property for violations, keeping up with the Handyman Service, working on no-heat calls, working on roof leaks, repairing damage from leaks in the units, working on move-out/move-in units, keeping up with the Emergency Service calls, repairing issues with frozen and burst pipes, working on repairing basement water leaks, providing snow and ice removal assistance, and servicing, repairing, and replacing toilets, faucets, shut-offs, drain lines, vent lines, supply piping, lights, outlets, switches, hot water heaters, window parts, doors, locks, etc. Burst pipes were briefly discussed. Sandy Isaac, Property Manager, reported there were six units on

the market, the winter fertilization was completed after the fall gutter cleaning and final fall clean-up as scheduled, gave a reminder that snow and ice removal is a courtesy of the Cooperative, the annual donation to the National Fire Safety Council on behalf of the Park Forest Fire Department was given, the Neighborhood Meeting held by the Village of Park Forest was attended on January 18th, 2024, and noted the Village of Park Forest is celebrating their 75th Anniversary in 2024 beginning with a Cake Cutting Ceremony on February 1st, 2024, at Freedom Hall. President Craig Williams stated he was looking forward to working with the Board in 2024 and the Annual Meeting in April, likes the synergy the Board has with not always agreeing on everything but respecting all decisions made, thanked the Maintenance and Office Staff for their continued service month after month to the Cooperative, and thanked the Board for their diligence and service to the Cooperative in the interesting times we are facing, post-Covid, in addition to the violence that is being encountered. Artificial Intelligence was briefly discussed. Rashad

Sanford, Treasurer, reported the Cooperative earned \$2,122.71 in interest on the MaxSafe CD for the 4th Quarter, 2023, the 2022 Second Installment Real Estate Tax Bills were paid on December 1st, 2023, in the total amount of \$384,167.92, the 2024 Carrying Charge Increase letter was sent to the Membership after the 2024 Budget was approved, the GOR was funded \$14,883.000 for 2023, the 2024 Audit is in process, the 2023 Workers Comp Audit will be completed in February, the 2023 1099 Forms will be completed and mailed to contractors, professionals, and move-out Shareholders as necessary, the 2023 Real Estate Tax and Interest information was submitted to Picker & Associates for the information to be sent to the Shareholders by January 31st, 2024, the Magnolia Bank CD matured and a new CD opened with Morgan Stanley Bank. There was no Member Satisfaction Commission Report. Jim Hardin, Green Commission Chair, briefly discussed natural gas versus electric heat. The Board will entertain the Good Neighbor Award again. There was no Unfinished business. The Board Meeting adjourned at 8:12 p.m.

Please assist the Village of Park Forest's snow removal efforts by removing your vehicle(s) from street parking the day after snowfall. Main roads are plowed during snowfall and side streets are plowed as soon as possible.



### Safety



Please remember to always be aware of your surroundings and practice safe habits. Try not to sit in your vehicle for an extended period of time when returning home. When entering your unit, make sure you lock your doors behind you. Turn your rear porch light on and keep it on during the evening hours to help deter criminal activity.

The Park Forest Police Department reminds you 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 home and property secure.



### 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!!

## Park Forest Cooperative IV Area E February, 2024

66 Fir Street  
Park Forest, IL 60466

Phone: 708-748-9005  
Fax: 708-748-7004  
Emergency Maintenance: 708-754-2003



### 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.

#### 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

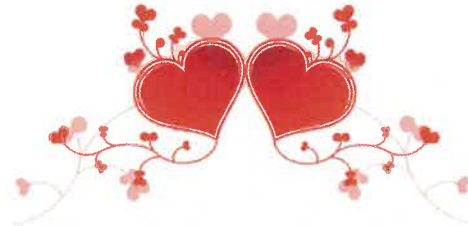
**Luis Hernandez**, Maintenance Supervisor

**Juan Vega**, Maintenance Staff

**Eric Lewis**, Maintenance Staff



[www.parkforestcooperative.org](http://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.



## 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!



## 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 are 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 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!