



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

March, 2024

AREA E COOPERATIVE
BOARD OF DIRECTORS

Happy St. Patrick's Day!!



2024 Annual Meeting



Area E Cooperative will hold their Annual Meeting at Dining on the Green on Wednesday, April 24th, at 7:00 p.m. The purpose of the meeting will be to elect three Members to the Board of Directors. All three 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 22nd, 2024. Please plan to attend to meet quorum. Every vote counts, and we need yours!

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



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.



Village Vehicle Sticker Renewal



Park Forest vehicle stickers for the 2024-2025 year go on sale March 1st. Vehicle stickers must be displayed prior to May 1st on every vehicle that is registered with the State of Illinois with a Park Forest address, even if that vehicle is not located in Park Forest. Vehicles driven in Park Forest without a current vehicle sticker are subject to citations until a sticker is purchased and displayed. The stickers can be purchased at Village Hall and online at www.villageofparkforest.com/finance. A late fee will be assessed to vehicle sticker purchases made on or after May 1st. For more information, visit www.villageofparkforest.com or call (708) 748-1112.



Annual Pet Registration



Don't forget, all dogs and cats must be properly inoculated and licensed in accordance with the Village of Park Forest Pet Ordinances by April 30th. A copy of the receipt for licensure of all pets must be provided annually to the Cooperative Office by May 31st. Failure to provide registration to the Office will result in a fine of \$25.00 per pet per month. All pet licenses **MUST** be in the Member's name. Please notify the Office if you no longer own your pet(s).



Pet Reminders



Please be careful and mindful of your neighbor's and other private property and gardens when walking your pets. The *House, Grounds, and Member Relations Manual* states on Page 23 that Members must be in compliance with Village Ordinances in regard to pets. Failure to abide by the rules of the Cooperative and the Village of Park Forest may result in fines. The rules include, but are not limited to, cleaning up after your pet right away, letting dogs run free without a leash, and being unattended.

Also, please remember to review your *House, Grounds and Member Relations Manual* with any other questions you may have to avoid fines. Thank You!



Daylight Savings Time



Please don't forget to move your clocks one (1) hour ahead on Sunday, March 10th, at 2:00 a.m.



75th Anniversary Water Bill Credits



To celebrate Park Forest's 75th anniversary, the Village Hall will give 10 residents \$75.00 water bill credits every month for the entire year! For a chance to win, all you have to do is come to the Village Hall, fill out a small form, and drop it into the box in the lobby. 10 winners will be chosen every month for the remainder of the year. Winners will be contacted via email and phone call.



CodeRED Alert System



The Village of Park Forest utilizes the CodeRED Notification System which is an ultra high-speed telephone communication service designed to deliver important messages. Through the system, Park Forest residents can receive phone recordings, text messages, and/or emails related to incidents that may impact you. The Village has utilized this system to communicate neighborhood alert information, boil order alerts, and water main break notifications. Residents interested in receiving CodeRED notifications should visit the CodeRED page on the Village website to enroll. Visit villageofparkforest.com/CodeRED to enroll or to update your information with an email address.



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!



Recycle Bins



Recycling is picked up once a week on Thursdays. All Members are provided a recycle bin when they move in. If you are interested in getting a new or even an additional bin, we have them available for \$25.00 per bin. All you need to do is contact the Cooperative Office and put in a work order for a new bin. It will then be dropped off to your back porch. An invoice will be sent to you to be paid with your next carrying charge payment.



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



2 Bedroom End

E-2	\$32,000
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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 February Board Meeting

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The February meeting of the Board of Directors was held on Wednesday, February 28th, 2024. All Board Members were in attendance. There were two Shareholders in attendance. The Executive Session and General Session Minutes from the January 24th, 2024, 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 garbage on the property, working on roof leaks, patching damage from roof leaks, repairing basement water issues, repairing and replacing bad hot water heaters, keeping up with the Handyman Service, working on completing jobs associated with our Capital Improvement Projects, working on move-out/move-in units, replacing filters, checking and cleaning Electronic Air Cleaners, servicing equipment in preparation for spring, keeping up with Emergency Service work orders, keeping up with skunk issues, and servicing, repairing and/or replacing toilets, faucets, shut-offs, drain lines, vent lines, supply pipes, lights, outlets, switches, win-

dows, doors, locks, etc. A Greater New York Insurance Proposal was approved for the Property, Building, Package, Umbrella, Inland Marine, Crime, Cyber Liability, and Directors and Officers Insurance. The Board discussed the chimney siding. Sandy Isaac, Property Manager, reported there were six units on the market with possibly two contracts, asked the Membership to be patient with mail delivery when the Management Office sends mail as we are unable to control the Postal Service, the Annual Meeting is scheduled for April 24th, 2024, at Dining on the Green, one Letter of Intent has been received, one Good Neighbor Award Nomination has been received, and mentioned the Village of Park Forest vehicle stickers and pet registrations are available for purchase for the 2024-2025 year beginning on March 1st, 2024. President Craig Williams stated the Cooperative is operating very well, thanked the Office and Maintenance Staffs and acknowledged all the work that is being done for the 402 families in the Cooperative, thanked the Board of Directors for their service to the

Cooperative, and he looked forward to another successful year. Rashad Sanford, Treasurer, reported the Real Estate Tax and Interest letter was mailed to the Membership with individual PIN numbers at the bottom of the letters by January 31st, 2024, the 2023 1st Installment Real Estate Tax Bills were received in the total amount of \$421,129.25 for the five parcels and will be paid on March 1st, 2024, the 2023 Audit is in process with Picker & Associates, the 2023 Workers' Comp Audit was completed with Hartford Insurance resulting in a refund of \$881.00, and the 1099 Forms for 2023 were completed and mailed to contractors, professionals, and move-out Shareholders as necessary. Barbara Jackson, Member Satisfaction Commission Chair, stated she is hoping to have gift giveaways for the National Night Out. Jim Hardin, Green Commission Co-chair, inquired about larger recycle bins and how Shareholders may obtain them. Smoking in units was briefly discussed. There was no Unfinished Business. The Board Meeting adjourned at 7:58 p.m.

Greetings, Area E Members,

I hope this message finds you well. I'm reaching out with a heartfelt appeal and a call to action that I hope resonates with each of you. Approximately a year ago, deeply moved by the events surrounding Russia's invasion of Ukraine, I made a commitment to sponsor a Ukrainian family seeking refuge. Today, I'm excited to share that a husband and wife, participants in the U4U Program, will soon be joining me in Park Forest.

However, as their arrival draws near, I realize that I can't do this alone. I'm reaching out to our community, to you, for support. I believe in the power of collective action, and I'm confident that together we can make a meaningful difference in the lives of these individuals who have been displaced by conflict and hardship.

Now, you might be thinking, "How can I help?" I'm not wealthy." And that's precisely the message I want to emphasize: You don't need to be rich to extend a helping hand. Every contribution, no matter how small, can have a ripple effect of kindness and compassion.

So, I'm turning to you, my fellow community members, with a simple request: Will you join me in supporting this refugee family? Whether it's through a monetary donation, offering household items, or simply spreading the word, your involvement matters.

Together, let's demonstrate that compassion knows no bounds and that by coming together, we can create a brighter future for those in need. Thank you for considering my request, and I look forward to working alongside each of you to make a difference. I have a GoFundMe set up. If anyone decides to donate a table or chair, they would have a place to store the items until they find a home. Let's show this family from the Ukraine what Park Forest is made of!

Craig Williams
craigwilliams573@gmail.com
708-751-0041

<https://gofund.me/691f2f83>

**Park Forest Cooperative IV Area E
March, 2024**

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Park Forest, IL 60466

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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

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 three wonderful Shareholders. Please keep the families of Olutayo Sholana, James Richie, and Margie McGee in your thoughts and prayers.



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.



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!