

MANAGEMENT UPDATE

Park Forest Cooperative IV Area E

April, 2024

2024 Annual Meeting

AREA E COOPERATIVE 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

Area E will hold their Annual Meeting at Dining on the Green, 349 Main Street, Park Forest, on Wednesday, April 24th, 2024, at 7:00 p.m. The purpose of the Annual Meeting will be to elect three Members to the Board of Directors. All three positions will hold a three-year term. Please plan on attending. Door prizes will be raffled off. Every vote counts, and we need yours! We look forward to seeing you there!

Annual Meeting Questions

Please submit any questions you may want answered in New Business at the Annual Meeting by April 17th, 2024, or the question will be deferred to the next Board Meeting. Thank you for your cooperation!



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).



Shred Event



The Village of Park Forest will be holding a Shred/Drug Take Back Event on April 27th, 10 a.m. - 12 p.m., at the Village Hall parking lot. You may bring two boxes of paper and prescription medications. Liquids and sharps are not allowed. Just pull up in your vehicle and the items will be taken from your trunk.



Garbage Cans



With the windy conditions that we have been experiencing lately, please make sure that your trash is secured in your garbage cans with the lid on. This will help ensure that there is not trash scattered throughout the Cooperative. Thank you for your cooperation!

Carrying Charges in Area E are the 3rd lowest of the five Cooperative Areas in Park Forest.



Marketing Report—Available Units



2 Bedroom Interior

E-1	\$25,000
E-8	\$25,400
E-9	\$32,400
E-10	\$40,000
E-14	\$22,400



WELCOME!
Tanisha Whisby

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

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



LETTERS OF INTENT

Craig Williams

Dear Members of Area E:

I am writing to express my intention to continue serving on the Area E Board of Directors by seeking re-election. Over the years, I have been deeply committed to the Cooperative's mission and vision, and it has been an honor to contribute to its growth and success.

Throughout my tenure on the Board, I have had the privilege of working alongside dedicated individuals who share a passion for our community. I am particularly proud of the current roster of Board Members, who bring a diverse range of perspectives and expertise to the table. Together, we have achieved remarkable progress and solidified our position as the premier Cooperative in Park Forest.

My love for Area E runs deep as I have called this community home for nearly two decades. I am well-versed in the history and values that underpin our Cooperative, and I am committed to upholding and building upon the legacy of excellence that we have established.

As I seek another term on the Board, I am optimistic about the future of Area E. With our exceptional Staff and dedicated Managers leading the way, I am confident that we will continue to thrive and make strides toward our collective goals.

I kindly ask for your support and vote in the upcoming election so that I may continue to serve our community as a Member of the Area E Board of Directors.

Sincerely,

Craig Williams, 2818 Western

Rashad Sanford

Hello Area E Shareholders:

I, Rashad Sanford, current Treasurer and Finance Commission Chair, am seeking your vote for re-election to the Area E Board. My experience spans 3 decades of management in retail and supplemental education. Having been an Area E resident for 19 years now, I was inspired by my Area E neighbor in 2022 to pursue a Board position. I have been Treasurer and Finance Commission Chair roughly 2 years now and have benefited from observing and participating in our monthly Board Meetings.

I have learned that a strong Board and Management are critical to the maintenance and direction of the Area E Cooperative. My experience managing Fortune 500 companies: developing and adhering to budgets, controlling cost and diversifying revenue streams, devising strategies from income statements, balance sheets, and cash flow statements and, most importantly, gaging and supporting cooperative effort toward maximum efficiency throughout the organization.

My ultimate objective is to serve the Shareholders to the best of my ability. I have served as a Treasurer two years running, ran our Annual Budget Meeting the last two years, walked the grounds with Management, discussed budgets and constraints with our Board, helped strategize to keep assessment fees manageable, and supported or discouraged activities and policies that strengthen the Area E way of life. I am asking for your vote in the upcoming election so that I can continue to help preserve a high Area E quality of life!

Rashad Sanford

The March meeting of the Board of Directors was held on Wednesday, March 27th, 2024. All Board Members were in attendance with the exception of Barbara Jackson, Director-at-Large. There were three Shareholders in attendance. The Executive Session and General Session Minutes from the February 28th, 2024, Board Meeting were approved. Member Comments included a request to remind Shareholders to secure their trash with the windy conditions, insulation, the Annual Meeting Agenda and Raffle, and involvement in Board Meetings. There were two Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been walking the property for violations, repairing siding issues, cleaning siding in bad areas, working on completing projects for the capital improvement, rodding sewer back-ups, keeping up with the Handyman Service, repairing emergency gas leaks, dealing with skunk issues, replacing bad hot water heaters, working on water

issues in basements, keeping up with the on-call, working on move-out/move-in units, completing inspection work orders, and servicing, repairing, or replacing toilets, faucets, shut-offs, drain lines, vent lines, supply piping, lights, outlets, switches, windows, doors, locks, etc. Executive Session Items were voted on. Sandy Isaac, Property Manager, reported there were five units on the market with one contract, the Annual Meeting is scheduled for April 24th, 2024, at Dining on the Green, four Letters of Intent were received, gave a reminder for the Shareholders to contact the Village of Park Forest if they have questions on the water main replacement at Elm Street and Western Avenue, Senior Property Tax Exemption appointments at the Rich Township Assessor's Office will begin April 10th, Area E Cooperative has the third lowest carrying charges of the five Park Forest Cooperative areas, and gave a reminder that pet registrations are due by May 31st. President Craig Williams stated it was an honor to work

with the Board of Directors, hopes to continue serving on the Board after the Annual Meeting election, and thanked Luis Hernandez and Sandy Isaac for their hard work and dedication. Rashad Sanford, Treasurer, reported the 2023 1st Installment Real Estate Tax Bills were paid in the total amount of \$421,129.25 for the five parcels, the Cooperative received a refund total of \$2,313.00 after the Workers' Comp Audit and readjustments, and the 2023 Audit with Picker & Associates was in process and is now completed. There was no Member Satisfaction Commission Report. Jim Hardin, Green Commission Co-chair, reported the Village of Park Forest is hosting a Shred and Drug Take-Back Event on Saturday, April 27th, from 10 a.m.-12:00 noon. There was no Unfinished Business. The Board Meeting adjourned at 8:15 p.m.



Barbara Varner

Hello my friends and neighbors of the best Co-op in Illinois!

I have lived in our Co-op for 23 years now. I have had the honor of being on the Board of Directors for 9 years. It has been a privilege because I am able to help the good and the sometimes not so good issues we face as a community. Please consider me to continue as your voice and vote for me in the upcoming election.

Barbara Varner

Sharon Walker

My name is Sharon Walker I need your vote.

I am submitting my letter of intent for a 3 year term with the Area E Board. I have resided in this Cooperative for the past 19 years 4 months. During this time period I had taken the opportunity to volunteer on various commissions which gave me a rounded view on how a cooperative works. I had previously held positions on the board which educated my knowledge further on the workings of Area E Cooperative.

Once again Area E shareholders give me the opportunity to serve in the capacity of a board member.

Thank you,

Sharon Walker

Park Forest Cooperative IV Area E
April, 2024

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

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.

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.



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!



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!!



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!