



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

June, 2024



Beautification Awards



The Board of Directors would again like our Shareholders to be involved in the nominating process for the annual Beautification Awards. The Nomination Form is enclosed to help you along your way! Please take time to walk through our lovely property and nominate yards you believe deserve to win an award. There can be 60 winners! Pictures will be taken of the nominated yards as the nominations are received in the Office, and the Board of Directors will then determine the winners. Please submit your nominations to the Management Office no later than Wednesday, July 31st, 2024. GUIDELINES: Nominations will include the front, rear, and sides of all units, judging only what can be seen from the sidewalk, public street, common areas, or parking lots. Please look for overall neatness showing that time, care, and planting effort, but not necessarily money, have been spent. All winners must be in good standing as a Shareholder of the Cooperative.

AREA E BOARD OF DIRECTORS

- Craig Williams, CCS, President
- Jim Hardin, CCS, Vice-President
Membership Chair
Member Satisfaction Commission Co-Chair
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
Member Satisfaction Commission Co-Chair
- Joel Ramirez, CCS, Director-at-Large
Planning Commission Co-Chair
- Karin Gerson, CCS, Director-at-Large
Member Satisfaction Commission Co-Chair
Planning Commission Co-Chair



Antennas



While each building has an antenna on the roof, the Board of Directors came to the decision that the Cooperative will no longer service these antennas due to the updated technology for television viewing. The decision was also made to sustain the safety of the Maintenance Staff.

IMPORTANT DATES

- June 26th -- Board Meeting @ 7:30 p.m.
ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



Garbage Pick Up



Please remember, all garbage cans must have lids on them. While bulk items and/or excess garbage may be placed out for pick up twice a week, Tuesdays and Fridays, they must be put in the appropriate place or else Homewood Disposal will not pick them up. Failure to place garbage in the correct areas may result in Homewood Disposal leaving your garbage where you placed it, and the Cooperative picking it up. If this happens, you will receive a ticket for placing garbage out in the incorrect area in addition to the dump fee. Please also remember, garbage may not be set out prior to the evening before pick up. We want to keep our area nice and clean, and failure to abide by the garbage policies will not only result in fines being given, but it will also attract rodents to our area. Thank You for your cooperation!



Gutter Cleaning



Family Waterproofing will begin spring gutter cleaning on June 17th, weather permitting, and continue until complete. The crews will be on the roofs and use water to fully flush out the gutters and downspouts. This job will be a cost-shared effort, as they may need to use Shareholder's water. For the safety of the crews doing the work, we ask that Shareholders do not disturb them and please be patient and allow the contractor to fully complete the job. We appreciate the cooperation of all of our Shareholders to ensure that the gutters and downspouts get completely cleared out of all debris.

Watch for a flyer about possible interest in permit parking offered by the Village of Park Forest



Rule Reminders



Safety of our Shareholders and guests is of our utmost concern. Children playing in and around the cars and bike riding in the court parking lots are areas of concern. Please remind children about Cooperative rules for their safety. Remember, children are NEVER allowed to play in the court entrances or parking lots. Ball playing is also not allowed in the Cooperative. Make sure to keep watch over your children for their safety as well as the safety of other Shareholders.



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 will be accepted through November 29th, 2024. Thank You!



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 also be in compliance with Village Ordinances in regard to pets. This includes allowing your dogs and/or cats to run loose. These are ticketable offenses! Failure to abide by the rules of the Cooperative or the Village of Park Forest may result in fines.



Recycling



Recycling is picked up once a week on Thursdays. All Members were provided a recycle bin when they moved in. Items that are accepted for recycling are aluminum, tin, metal cans, plastic bottles and containers, glass bottles and jars, cartons, file folders, office paper, envelopes, glossy paper, magazines, flattened cardboard boxes, cereal, tissue and frozen food boxes, newspapers, catalogs, phone books, and paper bags. Make sure to contain the items in the bin and bring in your recycle bin once it is picked up. When they are left out, they make the property look less appealing, and they can blow around and damage property and vehicles. Thank You!



Alarm Permit



Do you have a security alarm in your home? If so, the Village of Park Forest has an ordinance requiring you to obtain an annual permit. Permits for the 2024-2025 year are due to the Village by June 30th, 2024. A copy of the permit is due to the Cooperative Office by July 31st, 2024. A Service and Processing Fee will be assessed August 1st, exclusive of other fees, for any security alarm that is not properly registered with the Cooperative yearly. An additional fee will be added each month that the alarm is not registered. Please notify the Cooperative Office if you no longer have your alarm.



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	\$17,000	E-9	\$32,400
E-7	\$25,400	E-10	\$40,000
E-7	\$26,000	E-14	\$22,400
E-8	\$25,400		



3 Bedroom DU/SD

\$69,000

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

The May Meeting of the Board of Directors was held on Wednesday, May 22nd, 2024. All Board Members were in attendance with the exception of Barb Varner, Secretary, and Barbara Jackson, Director-at-Large. There was one Shareholder in attendance. The Executive Session and General Session Minutes from the March 27th, 2024, Board Meeting were approved. Member Comments included ground covers. Luis Hernandez, Maintenance Supervisor, reported they have been keeping up with garbage on the property, walking the property for violations, trimming lower branches on trees, delivering dirt and mulch, re-grading bad areas, repairing bad areas in the grass, working on roof leaks, repairing siding issues, repairing and replacing hot water heaters, repairing emergency gas leaks, repairing flooding issues in the basements, keeping up with the Handyman Service, taking care of air conditioner calls, working on move-out/move-in units, and servicing, repairing, and/or replacing faucets, toilets, vanities, lights, switches, outlets, window parts, electrical runs, etc. Executive Session items were

voted on. The Board discussed the question raised at the Annual Meeting regarding the Court E-9 parking lot and noted there has not been the same flooding issues in the court since the Cooperative renovated the parking lot adding the swale after an engineering study was completed in 2014. The Board discussed antennas on the buildings after a brief discussion in November, 2023, and confirmed their decision that the Cooperative will no longer service antennas on the buildings due to all the new technology available for television viewing. Sandy Isaac, Property Manager, reported there were eight units on the market with one contract; mentioned that most of the time the Cooperative is unable to contact utility companies for repair work that has not been completed in areas on the property because they require an account number where the utility work was done in order to associate the repair work with the area, and the Cooperative does not have access to the Shareholder utility account numbers, and asked the Shareholders to cooperate and contact the utility company

with their account number in order to assist in repair work being completed; and thanked the Board of Directors and Shareholders for a successful Annual Meeting. President Craig Williams thanked everyone for an incredible Annual Meeting, thanked the Office Staff and Maintenance Staff for all their hard work, and thanked the Board of Directors for their dedication and time. Rashad Sanford, Treasurer, reported the Cooperative earned \$2,134.52 in interest on the MaxSafe CD for the period January through March, 2024, a copy of the 2023 Final Audit received from Picker & Associates was sent to NCB according to the mortgage terms and Old Plank Trail Bank for the ACH Debit Program, and stated an extension was filed for the 2023 Federal and State Tax Returns. There was no Member Satisfaction Commission Report. Jim Hardin, Green Commission Co-Chair, did not have a report. Recycling of cooking oil was discussed and will be researched. There was no Unfinished Business. The Board Meeting adjourned at 8:37 p.m.



Grounds



Spring has sprung and, with the new season, comes yard work. The Grounds Department offers services of trimming bushes, weeding of flower beds, window well cleaning, etc., for \$35.00 per hour. If Members are in need, call the Office and put in a work order. Please remember that if this grounds work is not completed, you may receive a warning and/or a fine if the work needs to be completed by the Cooperative. There is only one grounds warning given out for grounds violations in a calendar year.



Yard Waste



Homewood Disposal picks up yard waste on the same days as garbage, Tuesdays and Fridays. If you have yard waste, make sure you use the appropriate bags and stickers and place them by the curb no earlier than the evening before regular garbage pick up. If yard waste bags are left near the rear porch, they will not be picked up. They must be placed in the same area as excess garbage and recycling. Stickers are available for purchase in the Cooperative Office or Village Hall. In order to purchase stickers from the Cooperative, you should contact the Office and set up an appointment. Homewood Disposal is no longer utilizing pre-printed bags. Shareholders must purchase brown bags elsewhere and purchase stickers to put on the bag. Any bag that does not have a sticker will not be picked up. If you are found to be putting bags out without stickers, fines will be assessed accordingly. Thank you for your cooperation in this matter.

Park Forest Cooperative IV Area E
June, 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
Eric Lewis, Maintenance Staff
Juan Vega, Maintenance Staff
Jason Hefner, 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. Please remember that the Executive Session Board Meetings held prior to the General Session Board Meetings may run longer than expected. We apologize for any inconvenience.

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.



Water Damage



To help avoid water damage to your bathroom floor and kitchen ceiling, please point your shower-head into the bathtub. The bathroom floor should be dried after the shower or bathtub is 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 strongly 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!



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, a sagging ceiling, pipe corrosion, etc., please call the Office as this may be the sign of a leak or other problem. Please do not be neglectful. 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!