



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

Happy 4th of July!!

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



Celebrate the 4th of July right here in Park Forest!

At 6:00 p.m. the July 4th Parade will begin at Main Street and Orchard. The parade route provides

plenty of opportunity for viewing as the parade winds its way around Central Park. It will continue from Orchard to Westwood, then onto Lakewood, and back to Orchard. The festivities will continue with a LIVE concert by BBI that takes place on the Village Green (Main Street and Cunningham Drive) from 7:00 p.m. - 9:15 p.m. The evening finishes with fireworks that will begin at 9:15 p.m. The fireworks will be viewable from Central Park and Village Hall. Have a safe and fun 4th of July!

Come out and enjoy a holiday full of fun right in your own back yard!!!



National Night Out



National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie. This year it is being held on August 6th, 2024. Save the date! Watch for further details!

IMPORTANT DATES

- July 24th -- Board Meeting @ 7:30 p.m.

ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



Congratulations!



The Midwest Association of Housing Cooperatives hosts a Conference every year. This year there was a new award called the Cynthia Phillips Secretary Award. This is given in appreciation and recognition of a Board Secretary's many years of dedicated service, extraordinary devotion, and outstanding commitment to their Cooperative. This year, the first ever, Cynthia Phillips Secretary Award was personally given via telephone by the President of the Midwest Association of Housing Cooperatives Board of Directors to Area E's Secretary, Barbara Varner! Congratulations Barb on your years of commitment to Park Forest Cooperative IV Area E!



Fireworks



Fireworks of any type are strictly forbidden in the state of Illinois, the Village of Park Forest, as well as Park Forest Cooperative IV Area E. Violators will receive a Cooperative fine and the Police Department will be notified. The Park Forest Police Department is issuing fines of up to \$750.00 to anyone found to be lighting off fireworks. Please keep this in mind. Have a safe 4th of July!



Fire Safety



Don't forget you cannot store gas lawn mowers, grills, etc., on your front or rear porch. Gas cans, flammable liquids, etc., cannot be stored anywhere out in the open. In addition to these items, you cannot store or utilize a fire pit on either porch. While gas lawnmowers, grills, and fire pits may be used, please remember to practice fire safety measures to reduce the risk of injury and damage. Remember that these items are NOT allowed on the porches. If any of these items are found on the front or rear porch, you may be fined. Thank you for your cooperation!



Recycle Fest



The Village of Park Forest will be holding a Recycle Fest on Saturday, July 27th, 2024. The event will be at the intersection of Forest Boulevard and Liberty Drive from 8:00 a.m. - 12:00 p.m. The items that will be collected are electronics, TV's, bikes, eyeglasses, housewares, clothing & shoes, trophies, toys & stuffed animals, styrofoam, American flags, prescription drugs, and oral care products. Plastic bags and shredding will NOT be allowed. To take part in the Recycle Fest, just box your items separately, clearly label them, and place them in your trunk. Then pull up through the designated Recycle Fest lane. If you have any questions, call the Sustainability Office at 708-503-9372. Take advantage of this easy way to get rid of some unneeded items that are taking up space in a way that prevents pollution.



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 was enclosed with June's Management Update. 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. 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.



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 system.



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!



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-7	\$25,400	E-8	\$26,000
E-7	\$26,000	E-9	\$32,400
E-8	\$25,400	E-10	\$30,000



Robin Cole
Trevon Townsend
Ashley Thompson

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 June Board Meeting

The June meeting of the Board of Directors was held on Wednesday, June 26th, 2024. All Board Members were in attendance. There was one Shareholder in attendance. The Executive Session and General Session Minutes from the May 22nd, 2024, Board Meeting were approved. Member Comments included compliments on the Annual Meeting and Treasurer's Report for the Membership in addition to a possible suggestion to restructure the Cooperative Beautification Awards where Shareholders who win every year would be considered retired, maybe receive a plaque, which would then allow newer Shareholders who are working to beautify their yards more of a chance to win an award. There were three new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they were walking the property for violations, keeping up with garbage on the property, re-grading bad areas, keeping up with flower beds, watering, repairing bad areas of grass, working on roof leaks, repairing siding issues, replacing bad hot water heaters, repairing gas

leaks, repairing water issues in basements, keeping up with the Handyman Service, working on move-out/move-in units, cleaning bad areas of siding, and servicing, repairing, and/or replacing bad faucets, toilets, lights, switches, outlets, window glass, window parts, electrical runs, etc. President Williams commended the Maintenance Department on their hard work in an eviction unit while still completing the day-to-day work. Executive Session items were voted on. Sandy Isaac, Property Manager, reported there were six units on the market, Spring gutter cleaning was completed and thanked the Membership for their cooperation, grub control is being completed this week, and read a thank you card to the Office Staff and Maintenance Staff from two Shareholders. President Craig Williams stated he was honored to work with the Board Members, thanked the Office Staff and Maintenance Staff for their continued dedication to the Cooperative, and was happy to report that the couple he sponsored from Ukraine were moving out the next day as they were able to secure all legal

documentation, a job, and their own residence within four months of coming to the United States. Rashad Sanford, Treasurer, did not have a report although congratulated Barb Varner, Secretary, on her award received during Executive Session. Barbara Jackson, Member Satisfaction Commission Chair, reported she and Jim Hardin, Co-Chair, would be working together to host the National Night Out on August 6th, 2024. Jim Hardin, Green Commission Chair, reported the Village of Park Forest would be hosting a Recycle Fest on July 27th, 2024, he had been in contact with Carrie Malfeo, the Village of Park Forest Sustainability Coordinator, regarding the question of cooking oil recycling, and he will be meeting with Ms. Malfeo in the future. Gas versus electric hot water heaters was briefly discussed in addition to commenting that appliances, etc., are not made to last like they used to be. There was no Unfinished Business. The Board Meeting adjourned at 8:05 p.m.



Parking



The Board of Directors may pursue the Village of Park Forest Permit Parking when there is more interest. Currently there is not enough interest from our Membership to take advantage of it. Please complete the bottom portion of the previously delivered flyer if you are interested. Thank you!



Main Street Market



The Park Forest Main Street Market, formerly the Park Forest Farmer's Market is open every Saturday from 8:00 a.m. to 1:00 p.m. through October 26th, 2024. The Market hosts 36 full spaces with a variety of produce, bakery goods, and herbs. Local businesses are also on hand at the Market selling artwork, garden ornaments, jewelry, and more. The Park Forest Main Street Market is located at 152 Main Street. This is the lot directly across from the Victory Center next door to Dollar General. Due to the COVID-19 Pandemic, face coverings are suggested for unvaccinated customers, and products may not be handled before purchase. Hand sanitizer stations will be available to keep your hands clean. See the Village of Park Forest website for more information. Come to the Main Street Market to browse and shop!



Youth Day 2024



Park Forest Youth Commission presents Youth Day 2024 on Saturday, July 27th, from 10 a.m. to 2 p.m. There will be food, games, and fun in DownTown Park Forest. There will be a DJ, bounce houses, games truck, big raffles, face painting, school supplies, and more. Come check out this fun event!

Park Forest Cooperative IV Area E
July, 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.

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.

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. Grass may not exceed 4 inches in length.

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!
