



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

August, 2024



National Night Out



National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie. This Nationwide event takes place each year on the 1st Tuesday of August. This year it will be August 6th, 2024.

Unfortunately, the National Night Out get together that the Co-op has hosted in the past will not take place this year. Just because there is not a big get together does not mean you cannot take part in National Night Out. Just sitting on your porches and turning your porch lights on promotes the meaning of the campaign.

Make sure to watch for next year's get together information.

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

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. Failure to register your pet will result in an automatic non-pet registration fee.

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

IMPORTANT DATES

- August 28th -- Board Meeting @ 7:30 p.m.
ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.



Recorded Lines



The Board of Directors is looking into getting recorded telephone lines for the Office. This decision was made due to the demeanor of some calls that are received. When negative or threatening phone calls are received, the Board will review them and possible fines may be assessed.

QUARTERLY FURNACE FILTER REPLACEMENT

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



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

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

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

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

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

Monday, August 19th—Court E-10

Tuesday, August 20th—Courts E-11 and E-13

Wednesday, August 21st—Court E-14

Thursday, August 22nd—Elm and Gerstung duplexes

Friday, August 23rd—Gibson and Krotiak duplexes



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. **Garbage is NOT allowed in the recycle bin** as this attracts bees, rodents, etc. Make sure to contain the items in the bin and bring in your recycle bin once it is picked up. Thank You!



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 questions, please contact the Office. Thank You!



Security



We are asking that all Members do their part in keeping the Cooperative safe. The easiest and best way to do that is to keep **both front and rear** porch lights on after dark. A well-lit area is one of the best ways to deter crime. Many Members keep their rear porch lights on since this is where Members enter and exit their units. It has been brought to our attention that the front of many of our units remain unlit. We are asking that you please also keep your **front** porch lights on after dark for your security and safety as well as the security and safety of your neighbors. Thank you!



Flower Reimbursement



The Cooperative is again reimbursing 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!



Garbage Pick Up



All garbage cans must have a lid to deter animals from digging through garbage. Failure to provide a lid will result in a fine. Also, 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, bulk items and/or excess garbage may not be set out prior to the evening before pick up. Thank You for your cooperation!



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	\$25,400
E-7	\$26,000	E-9	\$32,400
E-8	\$24,400	E-10	\$30,000

WELCOME!

Yasmin Slaughter

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 July Board Meeting

The July meeting of the Board of Directors was held on Wednesday, July 24th, 2024. All Board Members were in attendance. There were four Shareholders in attendance. The Executive Session and General Session Minutes from the June 26th, 2024, Board Meeting were approved. Member Comments included a question about unit transfers and Membership approvals. There was one new Shareholder approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been clearing storm damage on the property, trimming trees they are able to reach, re-grading bad areas of grass, keeping up with the flower beds, picking up garbage on the property, walking the property for violations, repairing bad areas of grass, replacing bad hot water heaters, keeping up with a/c calls, fixing water issues in basements, working on move-out/move-in units, keeping up with emergency calls, keeping up with the Handyman Service, cleaning bad areas of siding, keeping the storm drains clean, and servicing, repairing, and replacing faucets, toilets, vanities, sump pumps, lights, outlets, switches, window

glass, window parts, electrical runs, etc. Tree trimming was briefly discussed. Executive Session items were voted on. Sandy Isaac, Property Manager, reported there were six units on the market, the 2nd fertilizer application will begin on July 29th with the deadline to sign up being July 25th, and mentioned there is antenna option information available in the Office. It was noted that the antennas will be removed from the buildings as necessary as some Shareholders do still utilize the antenna. President Craig Williams thanked the Office and Maintenance Staff for their continued diligence in servicing the 402 families in the Cooperative and stated he is honored to work with the current Board of Directors. Rashad Sanford, Treasurer, reported the Cooperative earned \$2,170.05 in interest on the MaxSafe CD held at Old Plank Trail Bank for the period of April through June, 2024, Form 5500 for the year ending 2023 was completed in accordance with the requirements for the 401(k) Profit Sharing Plan, the 2023 Federal and State Tax Returns were received from Picker & Associates, signed, and mailed to the

respective Agencies, and the 2023 2nd Installment Real Estate Tax Bills were received in the total amount of \$136,747.37 for the five parcels and will be paid on August 1st. Barbara Jackson, Member Satisfaction Commission Chair, reported that the get-together for National Night Out will be cancelled this year, but they look forward to next year's event. Jim Hardin, Green Commission Chair, reported he will be meeting with Carrie Malfeo, the Village of Park Forest Sustainability Coordinator, in the future regarding recycling options, and reminded the Shareholders that the Village's Recycle Fest is Saturday, July 27th, from 8 a.m. to 12 noon. There was no Unfinished Business. The Board Meeting adjourned at 7:56 p.m.



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. If you receive a warning ticket and you are questioning what it is for, please call the Office. One of the Maintenance Staff will come by and show you what needs to be done to rectify the problem before the work is completed and a chargeable ticket issued.



Main Street Market 51st Anniversary



This year National Farmers Market Week is August 4th - August 10th. Main Street Market is celebrating its 51st Anniversary on August 10th from 8:00 a.m. - 1:00 p.m. at 152 Main Street. The celebration will feature a petting zoo with pony rides for the children, a live band performance, food demonstration by Chef Susan Maddox, and much more!



Main Street Nights



The final Main Street Night of 2024 takes place on Wednesday, August 7th, beginning at 7:30 p.m. on the Village Green. Fredi Taylor & NU Source Band will be performing high energy classics and contemporary R&B hits. Grab a blanket and enjoy the live music!

Park Forest Cooperative IV Area E
August, 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

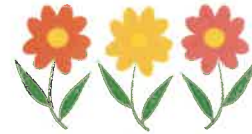
Mission Statement

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.



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!



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 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!



Dryer Vents



When was the last time you cleaned your dryer vent hose? Cleaning the lint trap is important, but lint can still get stuck in your dryer vent hose. By cleaning the vent hose or even replacing it, you are taking necessary steps to avoid a potential fire hazard. Build up of lint can also cause the dryer to burn out quicker.