



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

September, 2024

## Happy Labor Day!

### Office Closing



The Cooperative Office will be closed on Monday, September 2nd, in honor of Labor Day. In the event of an emergency, you may contact Emergency Service at 708-754-2003. Our Office will resume business hours for appointments on Tuesday, September 3rd. Thank you!

### 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 Varnar, 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

## CONGRATULATIONS

## Beautification Award Winners!

<b><u>Court E-2</u></b> 19 Forest	<b><u>Court E-5</u></b> 31 Elm	<b><u>Court E-7</u></b> 2800 Western 2822 Western 2832 Western	<b><u>Court E-8</u></b> 2850 Western 2852 Western 2874 Western 2884 Western 2890 Western	<b><u>Court E-13</u></b> 114 Elm 128 Elm
<b><u>Court E-9</u></b> 20 Fir	<b><u>Court E-11</u></b> 101 Elm 105 Elm 117 Elm 123 Elm 129 Elm 141 Elm 143 Elm	<b><u>Court E-12</u></b> 63 Forest 79 Forest 81 Forest 83 Forest 91 Forest 95 Forest	<b><u>Court E-14</u></b> 130 Elm, 132 Elm, 148 Elm, 150 Elm, 152 Elm, 154 Elm, 156 Elm, 160 Elm, 162 Elm, 164 Elm, 86 Fir, 88 Fir, 90 Fir	<b><u>Duplexes</u></b> 50 Elm, 7 Gibson, 10 Gibson, 15 Gibson, 5 Krotiak, 6 Krotiak, 7 Krotiak, 8 Krotiak, 9 Krotiak, 11 Krotiak, 13 Krotiak



## Hydrant Flushing



The next village-wide hydrant flushing will begin Monday, September 23rd, and will last approximately three weeks. Flushing will occur between 8:30 a.m. to 4:30 p.m. Monday through Friday. No flushing will be done on the weekends. Hydrants are flushed to ensure that water does not stagnate in the system. During flushing, you may have a disruption in your water service and your water may become discolored from iron (rust) in the pipes. There are no known health risks associated with consuming discolored water caused from iron (rust) in the pipes, but Public Works recommends that you refrain from using discolored water until it runs clear. It is recommended that you do not wash clothes when your area is being flushed. If your laundry becomes discolored, keep the items wet and pick up a complimentary bottle of Red-B-Gone at Village Hall. Track flushing progress at [villageofparkforest.com/hydrantflushing](http://villageofparkforest.com/hydrantflushing) or call 708-503-7702 for questions.



## Shred Event



The Village of Park Forest will be holding a Shred/Drug Take Back Event on Saturday, October 5th, 10 a.m. - 12 p.m., at the corner of Forest Blvd. and Lakewood Blvd. 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. Shredding will take place on site!

## IMPORTANT DATES

- September 25th -- Board Meeting @ 7:30 p.m.

**ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.**



## Cooperative Living



One of the benefits of Cooperative living is the number of neighbors each Shareholder has. Neighbors are able to watch out for each others' safety and well being. In order to be a good neighbor, you should be friendly and try to get to know your neighbors. Even just a simple "hi" with a smile may make another person's day. Due to the close proximity of units, being quiet and respectful of others' space is important. Watching out for your neighbors will, in turn, cause them to watch out for you, making our area a safer place to live. Get to know your neighbors and, if you ever have an issue with something or someone, we encourage you to talk it out. A talk with your neighbor will be better received by them than the Office and/or Board of Directors having to intervene. Having a friendly relationship with neighbors will result in a happy and peaceful Cooperative!



## Maintenance Parking



Parking is limited in the Cooperative. When a work order is called in, Maintenance will need to utilize a parking space to go to a Member's unit and repair the problem. In order to attend to all work orders in a timely manner, Maintenance may park in any open space. While this may be an inconvenience if your spot is being utilized by Maintenance, please remember that you would like the same promptness in dealing with a work order that you call in. Maintenance will finish their work and leave your space as soon as possible. Please be cooperative and do not address the Maintenance Staff in a rude manner if they have utilized your space.



## Questions



If you come across something you are unsure of, whether it be with maintenance requests, grounds concerns, or even billing questions, please call the Office. No question is too small. We are here to make sure that ANY questions you may have are answered.



## REMINDER



Don't forget, ALL outdoor hoses and rain barrels must be disconnected by November 1st, 2024. If the hose is connected, the Cooperative will disconnect the hose/rain barrel and a \$5.00 fine will be assessed.



## 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!*

<b>2 Bedroom Interior</b>			
E-7	\$30,000	E-8	\$25,400
E-8	\$24,400	E-10	\$30,000

**WELCOME!**

**Jerome Cheetam**

*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 August Board Meeting

The August meeting of the Board of Directors was held on Wednesday, August 28th, 2024. All Board Members were in attendance. There were two Shareholders in attendance. There were no Member Comments. There was one new Shareholder approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been walking the property for violations, keeping up with garbage on the property, re-grading and repairing areas of grass, re-routing sump lines and downspouts, keeping up with the flower beds, working on common area lights, re-mulching the park, repairing back porch issues, keeping up with the Handyman Service, keeping up with air conditioner calls, repairing roof leaks, repairing leaks from bathtubs into kitchens, repairing water issues in basements, trimming trees, keeping up with the emergency calls, working on move-out/move-in units, and servicing, repairing, and replacing fau-

cets, toilets, vanities, sump pumps, valves, drains, pipes, lights, outlets, switches, blowers, window glass, window parts, hot water heaters, etc. Air conditioners and service calls were briefly discussed. Executive Session items were voted on. Sandy Isaac, Property Manager, reported there were four units on the market with one contract, the Village of Park Forest will be conducting hydrant flushing beginning September 23rd, the Cooperative was awarded a Beautification Award from the Village of Park Forest, and congratulated the Cooperative Members who also won a Beautification Award from the Village. President Craig Williams stated it was his honor to serve on the Board of Directors with his fellow Board Members, will miss the ones that may be leaving and thanked them for their service to the Cooperative, looks forward to their possible replacements, and thanked Sandy Isaac and Luis Hernandez for their service to the Cooperative and

for going above and beyond. Rashad Sanford, Treasurer, reported the Max-Safe CD at Old Plank Trail Bank was renewed for an additional two-year period at an interest rate of 2.25%, and preliminary work on the 2025 Budget will begin when the June Financial Statements are completed. Barbara Jackson, Member Satisfaction Commission Chair, stated she is hopeful the Commission will continue and announced the Village of Park Forest Veterans' Commission will again bring the Huey helicopter to Park Forest on November 9th, 2024, in honor of Veterans Day. Jim Hardin, Green Commission Chair, reported the Village of Park Forest is sponsoring a Shred and Drug Take-Back Event that is scheduled for October 5th, 2024, from 10 a.m. to 12 noon. There was no Unfinished Business. The Board Meeting adjourned at 7:46 p.m.



## Park Forest Art Fair



Park Forest Art Fair returns for its 68th year! Get ready for a weekend of art, music, and fun at the Park Forest Art Fair, scheduled for Sept. 21st - Sept. 22nd, from 10 a.m. to 5 p.m. This event is not just any ordinary art fair; it's the second oldest juried art fair in the Chicagoland area. Prepare to be amazed by artists from the Midwest showcasing a diverse range of artworks, including paintings, prints, photography, ceramics, glass, wood, sculptures, and fiber arts. The Kids Art Alley will be bustling with creativity, offering various hands-on crafts for the little ones to enjoy. There will also be a music festival happening on Saturday! Food vendors will be present to satisfy your cravings throughout the day. This event is entirely free to attend. Don't miss out on this annual showcase of art and music that promises to be a weekend filled with joy and inspiration!

## What NOT to Flush

Some believe that almost anything can be flushed down the toilet. Park Forest's Public Works team says the list of things you should avoid flushing is a lot longer than one might think. Though many household products are marketed as flushable, some do not break down like toilet paper. As a result, they wind up clogging pipes, tangling pumps, and causing messy sewer backups into streets, businesses, and homes. In addition to the headache, the mess can result in potentially thousands of dollars in damages. Here is a list of items to avoid flushing down the toilet: Cat litter, dental floss, diapers including cloth, disposable, and flushable, egg shells, nutshells, coffee grounds, facial tissues, fats, oils, greases, food items containing seeds and peelings, hair, napkins, paper towels, sanitary napkins, tampons, condoms, plastic of any kind, Swiffer sheets, toilet bowl scrub pads, vitamins, medicines, ANY pharmaceuticals, wash cloths, towels, rags, fabric of any kind, and wipes of any kind. Fines will be imposed for items found to be the cause of a clog. Thank you!

**Park Forest Cooperative IV Area E**  
**September, 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](http://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.



***With Sympathy***



We regret to inform you that Area E has lost another wonderful Shareholder. Please keep the family of Jim Pieri in your thoughts and prayers.



**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.



**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!



**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!