



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

October, 2024

Happy Halloween

AREA E
BOARD OF DIRECTORS

Craig Williams, CCS, President

Jim Hardin, CCS, Vice-President
Membership Chair

Member Satisfaction Commission Chair
Green Commission Co-Chair

Barb Varnar, CCS, Secretary
Green Commission Co-Chair

Rashad Sanford, CCS, Treasurer
Finance Commission 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

Miquel Casara, Interim Director-at-Large

Budget Meeting



The Board of Directors has scheduled the 2025 Budget Meeting for Wednesday, October 16th, at 6:30 p.m. in the Cooperative Office. All Members are welcome to attend and give insight and opinions into next year's Budget! Thank you!

There will be NO Board Meeting in the month of October



Office Closing



The Cooperative Office will be closed on Monday, October 14th, in honor of Columbus 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, October 15th. Thank you!

Beautification Awards - Honorable Mention



Again this year the Beautification Awards also consist of two units that received an Honorable Mention. These two units have shown continued effort to improve their yards and beautify the property. The units that won the 2024 Beautification Award Honorable Mention are 35 Forest and 87 Elm.

Thank you to these Shareholders for continuing to make Area E a beautiful place to live. Congratulations!



Leaves and Sticks



As the cooler weather approaches, trees in our area will be losing their leaves. Please remember that leaves and sticks should be raked up and bagged for yard waste. Also remember that all yard waste bags must have a yard waste sticker on them for the garbage company to pick them up. Stickers may be purchased at the Cooperative Office or the Village of Park Forest. Neither leaves nor sticks can be raked into the common areas or street. If a Member is found to be raking their leaves and/or sticks into the common areas or street, they may be assessed fines. Thank you for your cooperation!

Carbon Monoxide Detectors

Every Shareholder was provided with three working smoke alarms and a carbon monoxide detector when they moved into the Cooperative. From that point on, the detectors are the responsibility of the Shareholder. Batteries need to be changed and, as the detectors may reach their life span, the replacement detectors are then the responsibility of the Shareholder. You may contact the Cooperative Office if an alarm has reached its life span, and we will replace it for a charge or you may go to a hardware store and purchase a new one. Thank you for your understanding!



REMINDER



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



Television Set Disposal



The Cooperative is once again being informed that television sets are being set out for garbage. Homewood Disposal cannot legally pick up television sets unless there is a scheduled pick up, and a fee is paid by the Shareholder. Please understand that the Cooperative will not pick up television sets unless necessary as it is a liability for the Cooperative in addition to being the Shareholder's responsibility. If a television set is set out in a court, a Complaint Form is not received against the offending Shareholder, and the Cooperative would have to pick up the television set and dispose of it, then all Shareholders in the court will split the cost of the disposal. Shareholders may contact Homewood Disposal to set up pick up times for television sets and pay the appropriate fee directly to Homewood Disposal. If you have set up a pick up with Homewood Disposal, please inform the Office so fines will not be assessed. Thank you for your cooperation.



Fire Prevention Week



The Park Forest Fire Department is proud to celebrate Fire Prevention Week. This year's Fire Prevention Week theme: "Smoke Alarms, Make Them Work for You!" The campaign strives to educate everyone about the importance of having working smoke alarms in the home. This year, Park Forest Fire Department will be hosting some activities during Fire Prevention Week (October 6th - 12th). The Fire Department will host an Open House on Friday, October 11th, at the Fire Department, 156 Indianwood Blvd., from 4:30 p.m. to 8:00 p.m. There will be demonstrations with the safety trailer, a bounce house, station tours, touch-a-truck, giveaways, hay rides, a camp fire, s'mores, popcorn, and vendors will be present. At 6:45 p.m. a movie, Disney's "Planes: Fire & Rescue" will be shown on the big screen with popcorn being served.



Fall Festival



The Village of Park Forest will be hosting a Fall Fest on Saturday, October 5th, starting at 10:00 a.m. at Somonauk Park, 266 Somonauk. Enjoy live music from the RowGers Duo and Amiel's Sound/Band, a live DJ, food vendors, games, giveaways, and more! Admission is free and there's something for everyone to enjoy! Main Street Market will also be present at the Fall Fest from 8:00 a.m. to 2:00 p.m. So, gather your friends and family for a fun-filled day!



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	\$30,000
E-8	\$25,400



Mary Steele
Gloria Collins
Marcus McCoy
Sharon McCoy

2 Bedroom End	
E-13	\$43,400

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 September Board Meeting

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The September meeting of the Board of Directors was held on Wednesday, September 25th, 2024. All Board Members were in attendance with the exception of Joel Ramirez, Director-at-Large. There were no Shareholders in attendance. There were no Member Comments. There were three new Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been trimming trees, treating for wasps and bees, re-grading areas from water issues and window well replacements, repairing downspouts and gutters, walking the property for violations, keeping up with the garbage on the property, repairing roof leaks, patching areas caused by water damage, keeping up with the Handyman Service, working on move-out/move-in units, keeping up with the on-call work orders, keeping up with air conditioner calls, and servicing and maintaining the plumbing, electrical, HVAC, grounds, and carpentry needs of the property. Completing roof vents on all buildings, a cost-share program for bathroom vents, and kitchen floors were discussed.

Executive Session items were voted on. The Board of Directors accepted the resignation of Board Member Barbara Jackson and appointed Miquel Casara as interim Board of Director. Sandy Isaac, Property Manager, reported there were three units on the market, the Village of Park Forest is flushing hydrants, the November Board Meeting will be held on November 20th, 2024, the Village of Park Forest Veterans' Day celebration is scheduled for November 9th, 2024, in Central Park with a Huey Helicopter, and congratulated Maintenance Supervisor Luis Hernandez on his 16-year anniversary working for the Cooperative. President Craig Williams thanked the Office Staff and Maintenance Staff for their dedication and making Area E Cooperative the best Cooperative, welcomed the new Board Member, and thanked the Board of Directors for the amazing work they do for the Cooperative. Rashad Sanford, Treasurer, reported the 2025 Budget is being working on, and he will conduct the Budget Meeting scheduled for October 16th, 2024, in the same format as in previous

years. Jim Hardin, Member Satisfaction Commission Chair, reported he will work with the Property Manager to continue the Commission. Barb Varner and Jim Hardin, Green Commission Co-Chairs, reported recycled plastic bottles can be used to make t-shirts, reiterated the importance of recycling, and they will be contacting the Village of Park Forest Sustainability Coordinator for a presentation. Solar panels and electric charging stations were discussed. There was no Unfinished Business. The Board Meeting adjourned at 7:56 p.m.



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!



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!

**Park Forest Cooperative IV Area E
October, 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. 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.



Bathroom Mold and Mildew



Please let the moisture out of your bathroom after taking a shower. The heat and moisture in the bathroom can cause mold and mildew around the window and caulking around the shower tiles. Moisture can also cause paint to peel. Please keep the door to the bathroom open and pull the shower curtain open after a shower or bath. Venting the bathroom window would also be beneficial. Thank you!



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.