



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

December, 2024

## Happy Holidays!!

AREA E  
BOARD OF DIRECTORS

The Area E Board of Directors and Staff wish all of you and your families a joyous holiday season and a very happy, safe, and prosperous New Year!

- Craig Williams, CCS, President
- Jim Hardin, CCS, Vice-President  
Membership Chair  
Member Satisfaction Commission Chair  
Green Commission Co-Chair
- Barb Varner, 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

### Holiday Office Hours

The Cooperative Office will be closed on Tuesday, December 24th, and Wednesday, December 25th, for the Christmas holiday. The Cooperative Office will also be closed on Tuesday, December 31st, and Wednesday, January 1st, for the New Years holiday. Please call Emergency Service at (708) 754-2003 if you have a maintenance emergency or a towing request while the Office is closed.

*There will be NO Meetings in the month of December*



### Member Satisfaction Commission



Are you interested in participating in the Member Satisfaction Commission? If you are, please contact the Cooperative Office at (708) 748-9005 to add your name to the list!



### Calendars



To ensure that all Shareholders are aware of projects and meetings, etc., a 2025 Calendar of Events has been enclosed for you! The Calendar shows the months furnace filters will be replaced, mulch and dirt will be available (subject to change), kitchen floor replacement begins, gutter cleaning takes place, final fall clean-up, etc. The Calendar also displays when Board Meetings and Commission Meetings are scheduled to occur. In addition to the 2025 Calendar of Events, enclosed is a list of the 2025 Office and Maintenance Holiday Closings. This denotes the dates that the Cooperative Office is closed for holidays and also informs you when garbage and recycling days will change due to holidays. If further information is needed, please feel free to contact the Cooperative Office at (708) 748-9005.



### Winter Holiday Windows Contest



Some Park Forest businesses will decorate their windows and doors for the holidays. Stop by participating businesses between December 7th - December 17th to see and enjoy their creativity. It's also a competition! To enter, residents must pick up an entry form in the Village Hall lobby, the Economic & Development Department on the second floor, or print a form on the Village website. Then, visit the Park Forest businesses that are participating in the contest. Rate their windows. Complete your entry form with the code you see in the windows. Select your first, second, and third place preferences for the best windows. As a bonus, if you're curious to see second-floor office and professional services businesses in DownTown Park Forest, they will be open for viewing during the Park Forest Winter Holiday Market on Saturday, December 14th. Then, return your completed entry form at the Holiday Market or drop it in the white mailbox outside the Village Hall. Park Foresters who complete and submit their forms will be entered into a raffle to win a \$75.00 gift card—one more chance to celebrate Park Forest's 75th Anniversary. The list of participating businesses is located on the Village of Park Forest website. Entry forms are due by December 17th. If you can't make it to the businesses during their operating hours, there will be a code in the window to record on the entry form. Let your love for this community and its businesses be known! Come out and celebrate Park Forest and the holidays!



## Snow Removal Reminders



As we approach our winter season, when shoveling snow out of your parking stall, please shovel toward the grass/curb instead of pushing the snow into the court. This will make plowing much faster in all of the courts. Also, when salting your sidewalks, please make sure you use Calcium Chloride. We have some available for purchase in five gallon buckets. The cost is \$50.00 per bucket. If you already have a bucket and need a refill of salt, the cost is \$40.00. No rock salt can be used on concrete surfaces or you may be fined. This will ensure that the sidewalks stay in better shape for years to come. Thank you for your cooperation!!



## Christmas Tree and Light Recycling



Recycling is available for Christmas trees and lights. Lights are accepted from November 25th - January 18th. Lights can be dropped off at the Village Hall. They will be recycled responsibly by Gaby Iron. Christmas trees are accepted December 26th - January 18th. Trees can be dropped off at the Aqua Center parking lot. They will be mulched and used for local playgrounds.



## Gutter Cleaning/Final Fall Clean-Up



After the fall gutter cleaning takes place, the final fall clean-up will begin. During the final fall clean up, window wells are unable to be cleared of leaves due to the possibility of breaking a window. After the fall clean-up is completed, window wells should be cleaned by the Shareholders. Thank you for your cooperation!



## Toy Drive and Winter Gear Giveaway



The Village of Park Forest's Commission on Human Relations will host a toy drive from November 1st to December 2nd. Following the toy drive, there will be a winter gear giveaway on Saturday, December 10th, at 10:00 a.m. at the Village Hall. If you would like to donate toys to the drive, please drop them off in the Village Hall lobby. The Commission is seeking new and unwrapped toys to distribute during the giveaway.



## Helpful Hints



Have you ever wondered what would happen to your unit if something happened to you? Don't leave your loved ones in a quandary if something does happen to you. Provide the Cooperative Office with a copy of a Will or a Small Estates Affidavit. In the unfortunate situation that something does happen, your wishes will be upheld in regards to your Cooperative Unit and according to Cooperative policies.



## Blood Drive



The Knights of Columbus #3602 will be hosting a Blood Drive at Park Forest Village Hall. It will be held on Thursday, December 12th, from 10:00 a.m. to 3:00 p.m. If you are interested in donating blood, please call Vitalant at 877-258-4825 or visit vitalant.org. Appointments are recommended, and you must bring a Photo ID to your appointment. To prepare for donation, eat and hydrate well. Thank you for your support!



## Marketing Report—Available Units



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

### 2 Bedroom Interior

E-3	\$32,000
E-7	\$30,000
E-8	\$25,400



### 2 Bedroom End

E-13	\$43,400
------	----------

*To aid in the sale of your unit, contact the Cooperative Office and give permission for the staff to show your unit!*



## Highlights From The November Board Meeting

The November meeting of the Board of Directors was held on Wednesday, November 20th, 2024. All Board Members were in attendance with one Board Member calling in to participate in the Meeting. There were no Shareholders in attendance. There were no Member Comments. Luis Hernandez, Maintenance Supervisor, reported they have been repairing bad areas of grass, keeping up with garbage on the property, repairing roof leaks, patching damage from roof leaks, repairing downspouts, keeping up with the Handyman Service, trimming trees, working on move-out/move-in units, keeping up with storm drains, completing repairs associated with the front porch replacements, repairing water issues in the basements, and servicing and maintaining the plumbing, electrical, HVAC, grounds, and carpentry needs of the property. Tree removal was briefly discussed in addition to front porch replacement procedures when completed. Executive Session items were voted on. The 2025 Budget was approved with a 1% increase in carrying charges after a brief synopsis of the 2025 Budget Meeting held on October 16th,

2024, was given by Treasurer Rashad Sanford. The 2025 Calendar of Events was briefly discussed for any changes and/or additions. Sandy Isaac, Property Manager, reported there were four units on the market, the third application of fertilizer took place, the winter fertilization will take place after the gutter cleaning and final fall clean-up, and the NAHC Conference was attended and recertification as a Registered Cooperative Manager was attained. The police incident that occurred around Fir Street and Forest Boulevard was briefly discussed. President Craig Williams thanked Property Manager Sandy Isaac and Maintenance Supervisor Luis Hernandez for their hard work and dedication in order to make Area E Cooperative the best Cooperative in the United States stating Area E Cooperative is a model of how cooperatives should be run, thanked the Board of Directors for their constructive and productive ideas, ways, and abilities they continue to bring to the Cooperative Boardroom each month, and stated it was his honor to work with everyone to continue to serve the Membership. Vice-

President Jim Hardin thanked President Williams for his continued service for many years on the Board of Directors of Area E Cooperative. Rashad Sanford, Treasurer, reported the Cooperative earned \$1,660.30 in interest on the MaxSafe CD held at Old Plank Trail Bank for the period of June through September, 2024, and thanked everyone for their time working on the 2025 Budget. Jim Hardin, Member Satisfaction Commission Chair, did not have a report although requested an article be included in the Management Update to determine Member interest in the Commission. Barb Varner and Jim Hardin, Green Commission Co-Chairs, discussed ComEd rebates with Energy Star. There was no Unfinished Business. The Board Meeting adjourned at 8:27 p.m.



### Cold Weather



As the seasons are changing, the cold weather will be coming our way. Please keep your heat turned up and run your faucets at a drip to avoid frozen pipes. Please be safe and stay warm in the extreme temperatures. If you need assistance or have an emergency situation, please call the Cooperative Office at (708) 748-9005 during normal business hours or Emergency Service at (708) 754-2003 after hours. Thank you for your cooperation!



### Rental Parking Spaces



If you currently rent a parking space, we will be raffling the spaces in December for parking space rental in 2025. If you rent your space through a contract, the Board of Directors will honor the contract, and the raffle does not apply to you. A notice will be delivered in the beginning of December to the courts with an additional parking space(s) available to rent for Shareholders to enter the raffle.



### Holiday Market



Come celebrate the Winter Holiday Market on the Village Green on Saturday, December 14th, from 10:00 a.m. to 3:00 p.m. The Winter Holiday Market will feature holiday shopping, reindeer petting, holiday caroling, meeting Santa, and many more fun-filled events for the entire family. Bring your cameras to take pictures of Santa and his reindeer. Bring the whole family to safely enjoy some holiday fun!

**Park Forest Cooperative IV Area E  
December, 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**, Maintenance/Groundskeeper

**Kevin McPhee**, 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.



**Furnace Maintenance**



If you have a concern that there is a problem with your furnace, please contact the Cooperative Office at (708) 748-9005 or Emergency Service at (708) 754-2003, and initiate a work order for Maintenance to inspect. Please **NEVER** open your furnace! Thank you for your cooperation!!

**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!!



**Safety**



The Park Forest Police Department reminds residents that leaving a running vehicle with the key inside and unattended is both a violation of Village ordinance and results in stolen vehicles every winter. Also, remembering to lock your vehicle whenever you are away from it helps prevent motor vehicle burglaries. Help the Police Department protect you by taking simple steps to keep your property secure.

**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.