



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

February, 2025

## Happy Valentine's Day!!



### Board Positions Available



Are you interested in becoming a Board Member? There will be two positions available this April. Both positions will hold a three-year term. If you wish to become a candidate for the Board of Directors, and you would like to have your name included on the Ballot, please submit a Letter of Intent to Park Forest Cooperative IV Area E, Attention—Barb Varner, Secretary. The deadline for the Letters of Intent will be March 21st, 2025. Letters of Intent are to be limited to one page and may be brought to the Management Office with an appointment or received in the drop box. Thank you!

### 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 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



### Please Remember



The *House, Grounds and Member Relations Manual* does **not** state the Cooperative performs snow removal or salting. Everything that is done by our Maintenance Department is a courtesy.

All Shareholders have responsibilities for their sidewalks and parking spaces. The Cooperative Maintenance assists as time permits; however, emergency work orders such as furnace problems and broken pipes will take precedence over snow removal. Maintenance is always watching the weather during winter storms. Please do not approach the Maintenance Staff as they are assisting in the snow and ice removal.

### IMPORTANT DATES

- February 19th -- Board Meeting @ 7:30 p.m.

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



### Cold Weather



While the temperatures may now be rising, please watch to take precaution once the temperatures may again dip below freezing. When that does happen, please keep your heat turned up and run your faucets at a drip to avoid frozen pipes, dripping hot water in the bathtub being the most effective. Please be safe and stay warm. 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!

### QUARTERLY FURNACE FILTER REPLACEMENT



Please be advised that our quarterly furnace filter replacement will begin on Monday, February 10th. The schedule is as follows:

- Monday, February 10th—Courts E-1 and E-2
- Tuesday, February 11th—Courts E-3 and E-4
- Wednesday, February 12th—Courts E-5 and E-6
- Thursday, February 13th—Courts E-7 and E-8
- Friday, February 14th—Courts E-9 and E-12

- Tuesday, February 18th—Court E-10
- Wednesday, February 19th—Courts E-11 and E-13
- Thursday, February 20th—Court E-14
- Friday, February 21st—Elm and Gerstung duplexes
- Monday, February 24th—Gibson and Krotiak duplexes



## Good Neighbor Award



The Board of Directors will be giving out a Good Neighbor Award again this year. To nominate your neighbor who goes above and beyond to help others even when help is not asked for, please write a letter telling us about that person and deliver it to the Cooperative Office by close of business on March 14th, 2025.



## Snow Removal Reminders



When shoveling snow out of your parking stall, please shovel toward the grass/curb instead of pushing the snow in the court. 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 will be \$40.00. No rock salt can be used on concrete surfaces or you may be fined. This will ensure that the sidewalks and porches stay in better shape for years to come. Thank you for your cooperation!!



## Parking



Please remember that parking is limited in the Cooperative. Each unit has one assigned parking space. While this may be inconvenient, parking is not allowed in other Members' spaces as well as the fire lanes. If a car is seen in the fire lane or double parked, it may be towed at the owner's expense. This is especially important during the winter months when the Cooperative is able to assist and plow early in the morning. Thank you for your cooperation in this matter.



## Free AARP Tax Prep Services



Tax season is upon us, and the Matteson Area Public Library District is partnering with the AARP Foundation Tax-Aide program to assist you with filing your taxes. Whether you prefer in-person help or virtual assistance, their team of trained and IRS-certified volunteers are there to ensure you get the credits and deductions you've earned.

The program is open to taxpayers of all ages, and AARP membership is not required. Volunteers undergo annual IRS certification to provide accurate and reliable assistance.

Appointments with AARP Foundation Tax-Aide will be available at the library from February 6th - April 11th. If you have questions or want to schedule your appointment, contact (708) 748-4431. For more information about virtual services, visit [aarpfoundation.org/taxaide](http://aarpfoundation.org/taxaide) or call toll-free at 1-888-227-7669. Don't miss out on getting the help you need this tax season!



## Candlelight Jazz Tribute



On Saturday, February 15th, join Peter Jordan for a candlelit jazz tribute to the life of the great soul and R&B singer Luther Vandross. A true artist, performer, and technician, Peter is a gifted composer. His original music has been featured on the daytime soap opera "Days of Our Lives", the Emmy-award winning talk/comedy "Saturday Night Live", and the Warner Bros. animated TV series "Batman Beyond". The tribute will take place at Freedom Hall, 410 Lakewood Blvd. For ticket information call 708-747-0580.



## 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-3	\$32,000
E-7	\$30,000
E-8	\$25,400
E-9	\$75,000

# WELCOME!

**Tony & Zandra Harris**

**Capri Keyes**

### 2 Bedroom End

E-13	\$43,400
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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 January Board Meeting

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The January meeting of the Board of Directors was held on Wednesday, January 22nd, 2025. All Board Members were in attendance with the exception of Craig Williams, President, Karin Gerson, Director-at-Large, and Joel Ramirez, Director-at-Large. There were no Shareholders in attendance. The July 24th, 2024, Executive Session and General Session Minutes were approved. The August 28th, 2024, Executive Session and General Session Minutes were approved. The September 25th, 2024, Executive Session and General Session Minutes were approved. The November 20th, 2024, Executive Session and General Session Minutes were approved. There were no Member Comments. There were two Shareholders approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been keeping up with garbage on the property, keeping up with snow removal, keeping up with salt deliveries, repairing roof leaks, repairing damage from leaks, keeping up with the Handyman Service, repairing basement water leaks, repairing frozen and burst pipes, working on no-heat calls, re-

pairing common area lights, working on move-out/move-in units, keeping up with the emergency service work orders, servicing the snow equipment, and servicing, repairing, or replacing toilets, faucets, shut-offs, drain lines, vent lines, supply piping, lights, outlets, switches, hot water heaters, window parts, doors, locks, etc. Frozen pipes were briefly discussed, and it was noted that the best place to drip a faucet in the cold weather is the bathtub and using hot water. Executive Session items were voted on. Sandy Isaac, Property Manager, reported there were six units on the market with one contract, the Senior Homestead Exemption and Senior Freeze Exemption checks are late for 2024 due to the Assessor's Office having to make adjustments and waiting on approval from their legal department, and reminded the Shareholders to drip their pipes in the cold weather to avoid frozen pipes and, as stated earlier in the Board Meeting, dripping hot water in the bathtub being the most effective. There was no President's Report. Rashad Sanford, Treasurer, reported the Cooperative earned \$2,688.69 in interest on the MaxSafe

CD at Old Plank Trail Bank for the period of October-December, 2024, the 2025 Budget was approved at the November, 2024, Board Meeting for a 1% increase in carrying charges, the carrying charge increase letter was sent to the Membership, the GOR was funded \$22,578.00 for 2024 according to the By-Laws, the 2024 Audit process with Picker & Associates will begin shortly, the 2024 Workers' Comp Audit with The Hartford Insurance Company was completed on-line as required and the documentation is being reviewed, all 2024 1099 Forms will be completed for contractors, professionals, and move-out Shareholders as necessary by January 31st, and the information required by Picker & Associates to prepare the 2024 Real Estate Tax and Interest letter for the Shareholders was submitted, the letter received, and will be sent to the Membership by January 31st. Jim Hardin, Member Satisfaction Commission Chair, will further discuss the Commission at the February Board Meeting. There was no Green Commission Report. There was no Unfinished Business. The MAHC Conference was briefly discussed. The Board Meeting adjourned at 8:07 p.m.

Please assist the Village of Park Forest's snow removal efforts by removing your vehicle(s) from street parking the day after snowfall. Main roads are plowed during snowfall and side streets are plowed as soon as possible.



### Safety



Please remember to always be aware of your surroundings and practice safe habits. Try not to sit in your vehicle for an extended period of time when returning home. When entering your unit, make sure you lock your doors behind you. Turn your rear porch light on and keep it on during the evening hours to help deter criminal activity.

The Park Forest Police Department reminds you 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 home and property secure.



### 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!!

**Park Forest Cooperative IV Area E  
February, 2025**

66 Fir Street  
Park Forest, IL 60466

Phone: 708-748-9005  
Fax: 708-748-7004  
Emergency Maintenance: 708-754-2003



**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)

**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



**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 David Weber in your thoughts and prayers.



**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 are 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 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!