



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

March, 2025

AREA E
BOARD OF DIRECTORS

Happy St. Patrick's Day!!

2025 Annual Meeting



Area E Cooperative will hold their Annual Meeting at Dining on the Green on Wednesday, April 23rd, at 7:00 p.m. The purpose of the meeting will be to elect two Members to the Board of Directors. Both positions will hold a three-year term. If you are interested in becoming a Board Member, please submit a one page Letter of Intent to Park Forest Cooperative IV Area E, Attention - Barb Varner, Secretary. The deadline for the Letters of Intent is March 21st, 2025. Please plan to attend to meet quorum. Every vote counts, and we need yours!

- 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



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.

- IMPORTANT DATES**
- March 26th -- Board Meeting @ 7:30 p.m.
- ALL MEETINGS ARE HELD IN THE COOPERATIVE OFFICE.**



Annual Pet Registration



Don't forget, all dogs and cats must be properly inoculated and licensed in accordance with the Village of Park Forest Pet Ordinances by April 30th. A copy of the receipt for licensure of all pets must be provided annually to the Cooperative Office by May 31st. Failure to provide registration to the Office will result in a fine of \$25.00 per pet per month. All pet licenses **MUST** be in the Member's name. Please notify the Office if you no longer own your pet(s).



Pet 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.

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



Daylight Savings Time



Please don't forget to move your clocks one (1) hour ahead on Sunday, March 9th, at 2:00 a.m.



Village Vehicle Sticker Renewal



Park Forest vehicle stickers for the 2025-2026 year go on sale March 3rd. Vehicle stickers must be displayed prior to May 1st on every vehicle that is registered with the State of Illinois with a Park Forest address, even if that vehicle is not located in Park Forest. Vehicles driven in Park Forest without a current vehicle sticker are subject to citations until a sticker is purchased and displayed. The stickers can be purchased at Village Hall and online at www.villageofparkforest.com/finance. A late fee will be assessed to vehicle sticker purchases made on or after May 1st. For more information, visit www.villageofparkforest.com or call (708) 748-1112.



Electric Aggregation Plan



The Village of Park Forest will enter into another Electric Municipal Aggregation program with MC Squared starting in April, 2025. You should have received a letter titled "Notice of Electric Aggregation Program Options" from the Village. Participation in this program means that you are still a ComEd customer with the same ComEd default rate but will support renewable energy at NO additional cost. If you would like to remain in the program, then you do nothing, but if you would like to opt out, you have 21 days and can follow the steps in the letter.



Jazz & Wine



Sip, savor, and enjoy an evening of jazz and wine featuring Carla Prather & Co. This event is being hosted by the Village of Park Forest's Community Relations at Dining on the Green, 349 Main Street, on Friday, March 14th. Doors open at 6:30 p.m. and the event will begin at 7:00 p.m. Tickets are \$25 per person. To purchase tickets, contact Community Relations Coordinator, Evelyn Randle, at 708-283-5621. Indulge your senses in an evening of sophistication and enchantment at the upcoming jazz with a little splash of other genres, wine, and chocolate event.



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 any questions, please contact the Office. Thank You!



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	\$55,000

WELCOME!
Tashaunee Usher

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.

The February meeting of the Board of Directors was held on Wednesday, February 19th, 2025. All Board Members were in attendance with the exception of Barb Varner, Secretary. There were no Shareholders in attendance. The January 22nd, 2025, Executive Session and General Session Board Meeting Minutes were approved. There were no Member Comments. There was one new Shareholder approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been keeping up with snow removal and salt deliveries, repairing roof leaks, repairing damage from leaks in the bathrooms, repairing plumbing leaks from frozen pipes, keeping up with the Handyman Service, repairing basement water leaks, repairing furnaces, keeping up with no-heat calls, working on move-out/move-in units, 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. The Handyman Service, personal items for sale ads in the Management Update, contractor requirements, possible future

projects, and grants for future projects were briefly discussed. Executive Session items were voted on. The Board approved the Greater New York Insurance Company Insurance Proposal for 2025-2026. Sandy Isaac, Property Manager, reported there were five units on the market in addition to the Cooperative units that are either ready or being worked on, one Letter of Intent has been received for the Annual Meeting on April 23rd at Dining on the Green, there have been no Good Neighbor Award Nominations received, and the Senior Homestead and Senior Freeze Exemption lists continue to be with the Legal Department of the Cook County Assessor's Office for approval on the adjustments that were needed from the original lists. It was noted that a small article will be added to the Management Update as information has now been received in writing from the Rich Township Assessor's Office. President Craig Williams thanked Sandy Isaac, Property Manager, and Luis Hernandez, Maintenance Supervisor, and their respective staffs for being the best Management Staff and thanked the Board of Directors for

their dedication and working together with the Management Staff to achieve the outstanding Cooperative that Area E Cooperative is. Rashad Sanford, Treasurer, reported the Real Estate Tax and Interest Letter was mailed to the Membership by the January 31st deadline with each Shareholder receiving their PIN Number at the bottom of the letter, the 2024 1st Installment Real Estate Tax Bills were received in the total amount of \$305,994.27 for the five parcels, the 2024 Audit is in process with all requested documents and information to date provided to Picker & Associates, and the 2024 1099-NEC, 1099-M, and 1099-S Forms were completed and mailed to the appropriate contractors, professionals, and move-out Shareholders as necessary by the January 31st deadline. Jim Hardin, Member Satisfaction Commission Chair, stated he will mention the Commission at the Annual Meeting to determine interest. Jim Hardin, Green Commission Chair, stated he will look into grants for energy efficiency with Carrie Malfeo, Sustainability Coordinator with the Village of Park Forest. There was no Unfinished Business. The Board Meeting adjourned at 8:03 p.m.



Senior Exemptions



As many of you are aware, there was a “glitch”, according to the Cook County Assessor's Office, regarding the 2023 property tax exemptions that resulted in the Cooperative Office not receiving a complete list. Cook County is transitioning to a new system and, for whatever reason, although the paperwork was received and entered into their system, it was “dumped” during the batching process.

We received confirmation from the Cook County Assessor's Office that new lists have been generated. Anyone who applied for their 2023 Exemptions either through the Township Office or mailed directly to Cook County, should now appear on the list. Lists will take at least 60 days to be issued and sent to the Cooperative Office, once they have been certified. Upon receipt of the list, the Cooperative Office will issue checks.

Due to the hold up of the 2023 Tax Year Senior Exemptions, the 2024 Tax Year Exemption Application **will NOT be available until late March OR early April**, according to the Cook County Assessor's Office. For those who received ONLY the Senior Exemption, a postcard will be mailed reminding them that they DO NOT have to apply for the Senior Exemption. You DO HAVE TO APPLY for the Senior Freeze, Disabled Persons, and Disabled Veterans Exemptions, if applicable. If you need to apply in person, the Rich Township Office will begin taking appointments for the beginning of April. Thank you for your patience and understanding.

Park Forest Cooperative IV Area E March, 2025

66 Fir Street
Park Forest, IL 60466

Phone: 708-748-9005
Fax: 708-748-7004

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



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.



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.



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!



Back-Up Issues



Please remember that nothing but toilet paper should be flushed down the toilet. This includes "flushable" wipes. If a back-up occurs, and Maintenance finds anything in the toilet from Member neglect (i.e., toys, combs, sanitary napkins, wipes, etc.), the Member will be charged time and material costs. If you have any problems with your toilet, please contact the Office or Emergency Service and put in a work order. Thank you!