



MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

April, 2025

2025 Annual Meeting

AREA E
BOARD OF DIRECTORS



Area E will hold their Annual Meeting at Dining on the Green, 349 Main Street, Park Forest, on Wednesday, April 23rd, 2025, at 7:00 p.m. The purpose of the Annual Meeting will be to elect two Members to the Board of Directors. Both positions will hold a three-year term. Please plan on attending. Door prizes will be raffled off. Every vote counts, and we need yours! We look forward to seeing you there!



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



Annual Meeting Questions



Please submit any questions you may want answered in New Business at the Annual Meeting by April 18th, 2025, or the question will be deferred to the next Board Meeting. Thank you for your cooperation!



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. Thank You!



Garbage Cans



With the windy conditions that we have been experiencing lately, please make sure that your trash is secured in your garbage cans with the lid on. This will help ensure that there is not trash scattered throughout the Cooperative. Thank you for your cooperation!



Shred Event



The Village of Park Forest will be holding a Shred/Drug Take Back Event on Saturday, April 26th, 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.

Unfortunately, the March Board Meeting was cancelled due to lack of a quorum.

LETTERS OF INTENT

Doyle Sims

My motivation to becoming a Board Member again is to be pro-active in the continued success of our Cooperative. I am proud that I am a Shareholder and Member of Area E Cooperative for over 30 years!

I have served on the Board in previous years, as a Board Member, and Officer. I have been a business owner for over 30 years and would like to bring that experience back to our Corporation. I will help continue to promote ideas to benefit all of our Shareholders/Members. Thank you for your consideration.

Respectfully, *Doyle Sims*

Miquel Casara

I am writing to express my strong interest in serving on the Board of Directors for Park Forest E Cooperative. With over 29 years of customer service experience, a lifelong commitment to volunteerism, and a deep passion for fostering community engagement, I believe I can bring a valuable perspective and skill set to your Cooperative living mission.

Throughout my career in customer service, I have honed the ability to connect meaningfully with individuals, resolve challenges collaboratively, and prioritize the needs of diverse communities. These skills, paired with my dedication to volunteerism have solidified my belief in the transformative power of collective action and shared responsibility.

As someone who values cooperative living and community engagement, I am eager to contribute to your vision by providing thoughtful leadership, encouraging active participation, and ensuring the organization remains a beacon of inclusivity and innovation.

I am confident that my background, combined with my enthusiasm for cooperative living principles, aligns well with the goals of your Board.

Thank you for considering my application. I look forward to the possibility of contributing to your mission.

Miquel Casara

Sharon Walker

Hello Area E Shareholders:

My name is Sharon Walker I have been a resident of Area E for 20 years. I am asking for your vote to have a seat on Area E Cooperative Board. My past and present experience of working with boards will help move this Cooperative in a new direction. I have had the *opportunity of serving Area E* Shareholders in the following capacities before in which I saw this Cooperative grow: House and Grounds Green Commission and Treasurer and Finance Commission Chair the experience of holding these various positions were invaluable.

Once again I am asking for the shareholders to cast a vote of change.

Respectfully yours, *Sharon Walker*

Pamela McCullough

Respectfully, I am writing to express my strong interest in serving on the Board of Directors for Area E, as I believe my diverse experience across the finance, legal, media, and academia industries coupled with a multidisciplinary approach to problem-solving and strategic decision-making, aligns perfectly with Area E Cooperative's current goals and future vision.

Throughout my 4 careers: Commercial Banker; Professional Paralegal; Radio Broadcaster; and Doctor of Education, I have consistently demonstrated success in fostering strong relationships.

My ability to navigate complex challenges and deliver innovative solutions would be invaluable to the board as you navigate challenges or opportunities.

I am particularly drawn to Area E Cooperative's mission 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, and I am confident that my Independent Consulting expertise in helping leaders and teams do reasonable things that work, would contribute significantly to further advancing these objectives.

Using my voice and leadership to be a resource in our community could add value to the board immediately by making sure that all Members from diverse backgrounds, needs are met with expert advice, positive role modeling, and instructional strategies that are implemented to increase our success.

As a candidate, I am deeply grateful for your support, and excited to take on this responsibility.

With love, *Pamela McCullough*



Vehicle Stickers



Vehicle stickers for the 2025-26 year must be purchased and displayed on all vehicles registered in the Village of Park Forest by the end of the business day on Wednesday, April 30th, to avoid late fees and fines. Starting May 1st, a late fee of \$25 will be applied to all vehicle sticker purchases. A higher late fee of \$50 will be applied to purchases made on or after August 1st. You can purchase vehicle stickers at Village Hall or online at villageofparkforest.com/finance. Please note that a convenience fee of \$3.95 will be added to your transaction by the vendor, and this fee cannot be waived. Your sticker will be mailed to you. If you are eligible for a discount, you will need to visit Village Hall in person to purchase your sticker.



Complaints



The Office is unable to honor anonymous complaints, those reported via telephone or e-mail, nor complaints signed by one Shareholder. If you have a complaint, you must follow the process and submit a Member Complaint Form signed by two Shareholders of different units. When the complaint process is followed, the complaints will be addressed appropriately. Thank you!



Blood Drive



The Knights of Columbus Nina Council 3602 is hosting a Blood Drive in honor of Joe Smith. It will be held on Sunday April 6th, from 9:15 a.m. to 1:45 p.m. at St. Veronica Parish, 1131 Douglas Avenue, Flossmoor. If you are interested in donating blood, please call Vitalant at 877-258-4825 or visit vitalant.org and use group code 10055362. Appointments are recommended, but walk-ins are welcome. You must bring a Photo ID to your appointment. To prepare for donation, eat and hydrate well.



Easter Egg-Stravaganza



The Village of Park Forest is hosting an Easter Egg-Stravaganza Hunt on Saturday, April 12th at 11 a.m. on the Village Green, 349 Main Street. It will be an egg-citing day of fun including raffles, arts & crafts, photos with the Easter Bunny, goodie bags, and a bunny costume contest. The event is for children ages 0-13 years old. Don't miss out on this egg-cellent event for the whole family!



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. Items such as Clorox drop-ins are not to be put in the toilet tank. They are acidic based and may eat holes through parts of the toilet. If you have any problems with your toilet, please contact the Office or Emergency Service and put in a work order. Thank you!



Marketing Report—Available Units



2 Bedroom Interior

E-1	\$40,000
E-3	\$32,000
E-7	\$30,000
E-8	\$25,400
E-9	\$55,000



2 Bedroom End

E-13	\$43,400
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3 Bedroom DU/SD

\$44,900

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

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

Park Forest Cooperative IV Area E
April, 2025

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

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.



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!



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!



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!