



# MANAGEMENT UPDATE



Park Forest Cooperative IV Area E

March, 2026

## Happy St. Patrick's Day!!

### AREA E BOARD OF DIRECTORS

Craig Williams, CCS, President

Jim Hardin, CCS, Vice-President  
Membership Chair  
Green Commission Co-Chair

Barb Varner, Secretary  
Green Commission Co-Chair

Rashad Sanford, CCS, Treasurer  
Finance Commission Chair

Miquel Casara, Director-at-Large

Doyle Sims, Director-at-Large

Doreen Payne Mays, Interim Director-at-Large

### IMPORTANT DATES

- March 25th -- Board Meeting @ 7:30 p.m.

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



## 2026 Annual Meeting



Area E Cooperative will hold their Annual Meeting at Dining on the Green on Wednesday, April 22nd, 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 20th, 2026. Please plan to attend to meet quorum. Every vote counts, and we need yours!



## 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 20th, 2026. This year, every Shareholder that submits a nomination letter will receive an extra ticket for an additional drawing at the Annual Meeting for the chance to win a special prize!



## 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 8th, at 2:00 a.m. At the same time, don't forget to change the batteries in your thermostat, smoke alarm, and carbon monoxide detectors.



## Village Vehicle Sticker Renewal



Park Forest vehicle stickers for the 2026-2027 year go on sale March 2nd. 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](http://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](http://www.villageofparkforest.com) or call (708) 748-1112.



## Bathroom Windows



Putting a small shower curtain over the bathroom window will protect the window parts from damage due to water and mildew. In doing this small task, you will avoid unnecessary charges for Maintenance replacing parts of the window, such as the closer and locks, due to negligence.



## 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.



## 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!!



## 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-4	\$46,400
E-7	\$30,000
E-9	\$35,400
E-13	\$35,400

**WELCOME!**

**Ariana Falk**

### 2 Bedroom End

E-13	\$45,000
------	----------

*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 25th, 2026. All Board Members were in attendance with the exception of Secretary Barbara Varner. There were three Members in attendance. The January 28th, 2026, Executive Session and General Session Board Meeting Minutes were approved. Member Comments included the Grill Policy and insurance companies. There was one new Shareholder approved for Membership. Luis Hernandez, Maintenance Supervisor, reported they have been keeping up with garbage on the property, keeping up with snow removal and salting, repairing gas leaks, repairing damage from frozen pipes, working on move-out/move-in units, keeping up with no-heat calls, keeping up with animal issues, keeping up with the Handyman Service, rodding sewers due to back-ups, servicing the lights on the property, repairing roof leaks, patching damage from roof leaks, replacing furnace filters, and repairing, servicing, and replacing faucets, shut-offs, drain lines, vent lines, supply piping, lights, outlets, switches, water heaters, window parts, doors, locks, etc.

Executive Session Items were voted on. The Board approved the Greater New York Insurance Policy Proposal for 2026-2027 for \$357,313.86. The Board approved a two-year Furnace Replacement Project Proposal with Climate Control using RUUD equipment and approved the contract for 2026 for 201 furnace replacements in addition to 25 air conditioner replacements. Sandy Isaac, Property Manager, reported there were five units on the market and one Cooperative-owned unit, the fall gutter cleaning finally took place with the nicer weather, the final fall clean-up will try to be completed in addition to the winter fertilization which will have a pre-emergent added, the quarterly furnace filter replacement notice was revised to include that the stairway to the basement must be free of obstructions for safety and liability purposes, vehicle stickers and animal tags will be available beginning March 1st, 2026, from the Village of Park Forest, and the Cooperative continues to try to work with the Cook County Assessor's Office regarding the lists for the Senior Exemptions and Senior Freeze Exemptions for Tax Year 2024. Presi-

dent Craig Williams thanked Property Manager Sandy Isaac and Maintenance Supervisor Luis Hernandez for their continued hard work and dedication to the Cooperative in this environment, thanked the Board Members for their diligence in approving the Grill Policy noting their responsibility to the entire Membership as a whole, he is honored to work with the Board and Staff, and is looking forward to the future of Area E Cooperative. Rashad Sanford, Treasurer, reported the Real Estate Tax and Interest Letter was mailed to the Membership by the January 31st, 2026, deadline, the 2025 Audit documentation has been furnished to Picker & Associates, and the 2025 1099-NEC, 1099-M, and 1099-S Forms were completed and mailed to the contractors, professionals, and move-out Shareholders as necessary by January 31st, 2026. Jim Hardin, Green Commission Co-Chair, mentioned the Shred Event sponsored by the Village of Park Forest in April and the possibility of LIHEAP assistance for heating expenses offered through the Village. There was no Unfinished Business. The Board Meeting adjourned at 8:23 p.m.



## Property Lights



We are aware there are lights on the property that are currently not working. We ask for your patience and understanding as we have to wait for the weather and ground conditions to be conducive for the equipment needed to repair the lights. Thank you for your cooperation!



## Spring Tea Party



Save the date of Tuesday, April 14th, 2026, for the Garden Club of Park Forest's Annual Spring Tea Party to be held at Lilydale First Baptist Church, 424 Indianwood Blvd., Park Forest.



## Safety



For your safety and the safety of others in your building, please do not hang clothes or any other items on the plumbing, electrical, or gas lines in the basement. While it may look like the perfect place to hang something, the possible repercussions outweigh the convenience. There is a possibility for a fire or gas leak by hanging items on these lines. Remember that the things you do in your unit could affect many others because you are in a building with other units. If you have any questions, please feel free to contact the Cooperative Office at (708) 748-9005. Thank you for your cooperation!

## Park Forest Cooperative IV Area E March, 2026

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  
**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.



## 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!