

# Cedarwood Cooperative, Inc.



## Official Meeting Notice

**To** Cooperative Members  
**From** Management  
**Date** September 16, 2025  
**RE** September Board Meeting

**Date/Time:** September 18, 2025 / 7:00 p.m.

**Location:** Cedarwood Center 2220 Western Avenue

Can't attend in person? Please join us on Zoom (contact the office if you need a live link)

<https://us06web.zoom.us/j/89796851897?pwd=TI4aIBkhrjqfmkWFHzsMjAAGb5WbAS.1>

Meeting ID: 897 9685 1897

Passcode: 725128

312 626 6799 US (Chicago)

### Agenda

- I. Roll Call
- II. Proof of Notice
- III. Minutes 7/17/25 meeting  
Minutes 8/21/25 meeting
- IV. Reports of Officers
- V. Management Report
- VI. Old Business
  - a. Accounting Workflow
  - b. 2026 Operating Budget
- VII. New Business
  - a. Sealcoating Contract
  - b. Board Reorganization
- VIII. Member Questions & Comments

### MANAGEMENT EMAIL

Property Manager

[propertymanager@mycedarwood.com](mailto:propertymanager@mycedarwood.com)

Customer Service, Lori Ivey:

[Customercare@mycedarwood.com](mailto:Customercare@mycedarwood.com)

### BOARD EMAIL

Board of Directors:

[BOD@mycedarwood.com](mailto:BOD@mycedarwood.com)

### Cedarwood Updates

#### **Project Schedule**

- Common area tree trimming/removal COMPLETE
- Court D3 asphalt replacement COMPLETE
- Sealcoating / Restriping BIDS PRESENTED
- Concrete replacement/repairs TBD

#### **Site Staff**

- We are currently actively pursuing a Property Manager and a Maintenance Technician.
- Lori Ivey is still in training; your patience & understanding is much appreciated.

#### **Policies & Procedures Call for Committee Members**

- The Board of Directors has completed the charter & application for an Ad Hoc Committee charged with updating the cooperative's policies and procedures. Please review the charter (on the back side of this notice) and if interested in serving, please return the application per the instructions on the application.

*thank you*



# Cedarwood Cooperative

## Committee Charter

Committee Name: Policies & Procedures  
Type of Committee: Ad Hoc  
Number of Members: Minimum 3 / Maximum 5  
Board Liaison: {Insert Board Member Here}

### Purpose

The purpose of this committee is to work collectively with the Board of Directors to update the cooperatives policies & procedures. This includes the governing documents, house & grounds, and Board of Director policies.

### Responsibility

- Assess and evaluate existing cooperative documents, policies and procedures.
- Gather information, study the existing policy/procedure and make recommendations for additions, deletions, edits, etc.
- Make recommendation for new policy/procedure not currently effective.
- Make recommendation to remove a policy/procedure currently effective.
- Review new policies/procedures as directed by the Board.
- Present recommendations and written reports to the Board.

### Duty

- Review specific documents, policies/procedures as prioritized by the Board of Directors.
- Hold committee meetings as needed, publishing the committee meeting date at least 2 weeks in advance to the Board of Directors.
- Provide all recommendations as requested by the Board of Directors in the timeframe required.
- Provide a committee report to the Board of Directors for inclusion in the monthly Board report.
- Sign a cooperative approved Committee Ethics & Confidentiality Agreement.

\*All applications for committee membership are due to [propertymanager@mycedarwood.com](mailto:propertymanager@mycedarwood.com) email no later than September 30, 2025.