

Minutes Of the Meeting

The Parkwood Terrace Improvement Association, Inc.
April 6, 2026 | 6:30PM | BAKER, LA
Virtual Meeting (Zoom)

MEETING DETAILS

Call to Order – Regular Meeting

The meeting was called to order by President Cynthia D. Miller at 6:33 pm. Members Present: Cynthia D. Miller, Johnney McQuarter, Vallory S. Hills, Tasha Elbert-McClain, Deborah Anderson, Eddie Young, and Cherryl Montgomery.

Invocation – Morgan Watson

Approval of Agenda

It was moved by Johnney McQuarter to approve the Agenda as presented. Seconded by Elouise Thomas. [Motion Passed.](#)

Approval of Minutes

It was moved by Deborah Anderson to approve the Minutes from February 2, 2026. Seconded by Tasha Elbert-McClain. [Motion Passed.](#)

Agenda Items for Discussion

Correspondence – Vallory S. Hills (None)

Old Business

1. **Website Advertising** – Vallory S. Hills
The Vendor decided he was not interested in advertising.
2. **Emergency Exit at Website** – Vallory S. Hills
Talks are ongoing with the Mayor and BREC Officials. We will be notified when plans are finalized. BREC's Representative will attend a Zoom meeting prior to PTIA approving the proposal.
3. **CDs** – Tasha Elbert-McClain
Tasha stated that we could not purchase the CDs with Exxon FCU because our association does not have an EIN. Therefore, we will set up an account with Chase Bank in April.
4. **Juneteenth** – Cynthia D. Miller
Everyone was reminded to open their emails and or go to the Website to sign up for our 4th Annual Juneteenth Celebration. Reminders will go out again via Street Captain texts. All were encouraged to invite their neighbors to attend.

New Business

1. Voting – Proposed Amendment to Bylaws: Dues – Cynthia D. Miller

Voting took place for the following Amendments to Bylaws:

Section III:

Grace Period to pay dues is July 1st through July 31st.

Section IV:

Membership fees are non-refundable upon member resignation or passing.

Voting Results (Only paid members):

- Written Ballot Results
Four (4) Written Ballots were hand delivered – 3 Residents voted For Sections III and IV; 1 Resident voted Against Sections III and IV.
- Electronic Results (Only paid members)
Grace Period – July 1- July 31- unanimously passed.
Non-Refundable Fees - unanimously passed.

The Bylaws were approved. They will be updated and sent electronically to all residents and placed at the Website.

2. Officer Elections – Cynthia D. Miller

As stated at the February 2, 2025 meeting all current officers would like to remain in their positions. The Chaplin and Assistant Secretary positions are open. All positions are open for persons who would like to serve.

3. Appointment of Nomination Committee – Cynthia D. Miller

President Miller thanked the following members for agreeing to serve on the Nomination Committee: Morgan Watson, Chair, Linda B. Perkins, and Kayln Ricard.

4. Officer Election Process/Timeline - Vallory S. Hills

Vallory stated that due to a scheduled hand surgery the week of April 20th she will not be available to perform her duties for 6-8 weeks. She shared the Timeline. (see page 5)

5. Crime Prevention – Jerri Booker

Harry Horton reported that a flyer will go out soon about the upcoming Parcel Fee notice for the November 2026 Election. The Commissioners (only) will hold a meeting at the Baker Library on April 27th at 6:30pm.

6. Committee Reports

a. Financial Report/Membership – Tasha Elbert McClain

Harry Horton suggested that in the future the Financial Report would show specific withdrawals instead of just a line item with amounts.

It was moved by Johnney McQuarter to accept the Financial Report. Seconded by Eddie Young. [Motion passed.](#) (See page 6)

President Miller stated that our membership has increased to 170. Last year PTIA had 166 members. She thanked members for their involvement in PTIA.

- b. ACC/Compliance – Eddie Young /Vallory S. Hills
Eddie Young stated that the Spring Neighborhood Canvassing has concluded. There are no major violations...just minor sprucing up. There are issues with dead pecan trees that have been found throughout the subdivision. They will be monitored in the coming weeks for falling limbs; especially with Hurricane Season approaching. Overall, there is real pride of ownership in Parkwood Terrace! He encouraged everyone to keep up the great work!
- c. Hospitality – Elouise Thomas
Carolyn Thompson is now a member of the Hospitality Committee. Carolyn suggested: starting a Book Club, Card Games, or attend a Walking Class at the City of Baker's BREC Recreation Center.
- d. Newsletter/Website – Vallory S. Hills
Due Vallory's hand issues only a Fall Pipeline will be published. Other activities or notices will be sent via mass emails through Cheryl Montgomery.

The Annual Dues Payment for 2026-2027 will automatically go live at the Website mid-April.

Our PTIA database for contacts, emails, emergency contacts, etc. is current...thanks to our neighbors turning in their homeowner information forms. Thanks is extended to our President, who physically went door to door asking for information. Special Thanks to Cheryl for initiating this database years ago!

- e. Street Captains – Vallory S. Hills
Street Captains should give their resident dues directly to Tasha Elbert-McClain. RSVPs for Juneteenth are to be given directly to Tasha also. Cynthia will send Text Messages to Street Captains to remind their residents of PTIA and Crime Prevention Meetings, as well as Juneteenth deadlines.

7. State of Baker Reports (District #1)

- a. Councilman, Dr. Charles Vincent
 - Love the boot city wide cleanup, April 18 in Baker 9:00 to Noon, Baker Fire Dept for supplies on that day
 - BREC Waterfront of Commerce on April 16 luncheon sponsored by the Chamber on Thursday April 16 from 11:30--12:30, Speakers are Directors of Baker Economic Development District (Paulette Bailey Wilson and Donte Bidwell. tickets are \$15.00 for non-members, call 412-4311 by the 13th
 - Blues and Jazz event at Shaw Center for Lincoln Théâtre and LBHHH as a fundraiser on May 15, 2026
 - Parking on lawns overnight in subdivision
 - Glassing clippings placed down catch basins

b. Baker School Board Member – Linda B. Perkins

- Students are on Spring Break this week. Classes will resume on Monday of next week. Prior to Spring Break, the students were studying for the LEAP and DIBELS tests, which they will take when they return. There has been a high dosage of tutoring that will help students to excel. Mrs. Murphy (Park Ridge) and Mrs. Welsh (Baker High School) were pleased that considerable progress was made on both tests.
- Baker High School Performing Arts Auditorium opened February 3rd.
- The 100 Black Men of Metro Baton Rouge moved its nationally recognized mentoring programs, to the Baker Schools. They will be supporting students and their families through implementation of dollars and sense, financial literacy, and ACT Prep Programs.
- School Board Meeting is Tuesday, April 14th at the Baker School Board Office.

Inquiries were made regarding the status of Impact Charter School. Mrs. Perkins had no information on that.

c. **Announcements** – Cynthia D. Miller

During Vallory's absence...

- If you have inquiries about PTIA business, contact me or Johnney McQuarter.
- For Restrictions or Violations, contact Eddie Young.
- Deborah Anderson will check the mail for Correspondence and payment of dues.
- For Mass Emails – send to Cherryl Montgomery

Hopefully, we will have an Assistant Secretary on board beginning July 1st that will lend a much-needed hand to Vallory.

d. **Other** (None)

Meeting adjourned at 7:22pm

Next Meeting Date: May 4, 2026

Minutes Submitted by Vallory S. Hills, Secretary
Meeting Recorded by Cherryl F. Montgomery, Zoom Coordinator

PROCESS TO ELECT PTIA OFFICERS

Timeline – APRIL 2026

**NOTE: ONLY RESIDENTS WHO HAVE PAID DUES
CAN PARTICIPATE IN THIS PROCESS**

Monday-April 6th PTIA Meeting	- The PTIA President will appoint three to five (3-5) members (in good standing – dues paid) to the Nominating Committee. A chair will be appointed. (done) Nominations can only come from a Paid Member Nominees Must Be Current with Dues
Tuesday-April 7th	- Committee (per Secretary) to Email residents asking for Nominations (include Nomination Cover Letter) - Residents will Email their Nominations to ptia.baker@gmail.com - President Miller will deliver Hand-Written Nomination Forms/Cover Letter to Residents that have no email (done)
Deadline for All Nominations Thursday-April 16th	All nominations are due: - Email nominations to ptia.baker@gmail.com - Residents to Deliver Hand-Written Nominations to President Miller
Friday-April 17th All Nominations Delivered to Nomination Committee	Secretary will deliver all Hand-Written and Electronic Nominations to Committee Chair
Saturday-April 18th	- Committee to review nominations Committee to verify that all nominations come from paid members and that all nominees are current with dues. - Secretary to provide email list of all paid members to date
Monday-April 20th If Officer Positions are Non-Contested	If nominations are Non-Contested there will be no need for Ballots. Officers will be announced at the May 4th Meeting
Tuesday-April 21st If Officer Positions are Contested	If nominations Are Contested the Committee will send Officer Selections to President Miller for placement on a Written Ballot for Residents that do not have email addresses - President Miller to Hand-Deliver Written Ballots to residents that do not have email and who are current with dues Paid Residents with email addresses will Vote Electronically at the May 4th Meeting
On or Before April 25th	<u>Paid Residents with No Email Addresses to return Sealed Hand-Delivered Ballots</u> to President Miller
Monday-April 27th	President Miller to give <u>Sealed Ballots</u> to Nominating Chair
May 4th - Regular PTIA Meeting	- Open Hand-Written Ballots (witnessed by at least 3 members) <u>Residents must be paid members</u> - Zoom Coordinator will Open the Polls for Voting
July 1	PTIA Officers Begin their 2-Year Term FY 2026-2028

Treasurer's Financial Report

Reporting Period: February 2026

Prepared by: Treasurer

Date Prepared: March 2026

Checking Account Summary

Description	Amount	Notes
Beginning Balance (02/01/2026)	\$4,759.63	
Deposits & Additions	\$150.00	Member Dues Payments
Debit Card Withdrawals	(\$18.69)	Zoom Subscription
Electronic Withdrawals	(\$10.00)	City of Baker
Ending Balance (02/28/2026)	\$4,880.94	

Net Change (Checking): +\$121.31

Savings Account Summary

Description	Amount	Notes
Beginning Balance (02/01/2026)	\$14,752.60	
Deposits (Interest Earned)	\$0.11	
Withdrawals	\$0.00	
Ending Balance (02/28/2026)	\$14,752.71	

Combined Account Overview

Description	Amount
Total Funds Beginning of Month	\$19,512.23
Total Funds End of Month	\$19,633.65
Net Change (All Accounts)	+\$121.42

Treasurer's Financial Report

Reporting Period: March 2026

Prepared by: Treasurer

Date Prepared: April 2026

Checking Account Summary

Description	Amount	Notes
Beginning Balance (03/01/2026)	\$4,880.94	
Deposits & Additions	\$490.00	Member Dues Payments
Debit Card Withdrawals	(\$251.36)	Operating Expenses
Electronic Withdrawals	(\$1,660.00)	\$10.00 City of Baker, \$1,650.00 Juneteenth Catering
Ending Balance (03/31/2026)	\$3,459.58	
Net Change (Checking):	-\$1,421.36	

Savings Account Summary

Description	Amount	Notes
Beginning Balance (03/01/2026)	\$14,752.71	
Deposits (Interest Earned)	\$0.13	
Withdrawals	\$0.00	
Ending Balance (03/31/2026)	\$14,752.84	

Combined Account Overview

Description	Amount
Total Funds Beginning of Month	\$19,633.65
Total Funds End of Month	\$18,212.42
Net Change (All Accounts)	-\$1,421.23

Treasurer's Notes

- March deposits consisted of member dues totaling \$490.
- Significant expense during the month included \$1,650 paid for Juneteenth catering, representing a pre-event operational expense.
- Routine operating costs included City of Baker utilities and debit card operating expenses.
- The savings account continues to earn modest interest with no withdrawals, maintaining financial stability for the organization.