

Minutes Of the Meeting

The Parkwood Terrace Improvement Association, Inc.
February 2, 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 6:35 pm. Members Present: Cynthia D. Miller, Johny McQuarter, Vallory S. Hills, Tasha Elbert-McClain, Deborah Anderson, Eddie Young, and Cheryl Montgomery.

Invocation – Johny McQuarter

Approval of Agenda

It was moved by Johny 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 January 5, 2026. Seconded by Tasha Elbert-McClain. [Motion Passed.](#)

Agenda Items for Discussion

Correspondence – Vallory S. Hills

Sharon Thomas-Kerrick sent a thank you card expressing gratitude and thoughtfulness shown during the passing of her mother, Bonnie Thomas and brother, Michael Thomas.

Old Business

1. Website Advertising – Vallory S. Hills

The Website Ad should be finalized by the end of the week. Web Advertising Rates are now at the website.

2. Emergency Exit at Website – Vallory S. Hills

Vallory shared the Proposed Emergency Exit Plan on screen at the Website. She will contact Angela Harms, BREC's Engineer, to set up a zoom meeting with PTIA to discuss this plan.

New Business

1. Officer Elections Announcement – Cynthia D. Miller

Officer Elections are coming up in April for Fiscal Year 2026-2028. All officers would like to remain in their positions. Gloria Johnson will not seek re-election for Chaplin... The position of Assistant Secretary has been vacant for years...in fact...all positions are open for persons who would like to serve. At the end of the 2026-28 fiscal year however, Cynthia Miller, nor Vallory Hills will seek re-election.

The Officer Election Process and Timeline will be discussed at our April 6 meeting. President Miller appointed the following persons to serve on the Nominating Committee: Morgan Watson (President), Linda Perkins, and Kaylin Ricard. Vallory will meet with the committee at a later date to discuss their responsibilities.

2. Committee Leaders – Tasha Elbert-McClain

Tasha would like to see all Committees become more involved with PTIA. Suggestions were:

- Hold quarterly meetings to discuss goals that align with PTIA
- Budget – propose activities or new initiatives
- Website Postings – flyers or information for respective committees

Tasha will meet with individual committees in the near future.

3. Homeowner Information Form – Vallory S. Hills

Homeowner Information Forms have not been updated since 2022. Emails, cell phone numbers, and emergency contact information are crucial for PTIA communications. Deadline to submit all forms will be Friday, February 20, 2026.

Ways to Submit:

Residents that have email addresses: (1) log in at the website and Edit their existing information, or (2) Update the form at the Homeowner Information Website Link. The link will be emailed to all Residents with instructions.

Residents that do not have email addresses: Street Captains will hand-deliver the Homeowner Information Form and return to Vallory.

4. Christmas Decorating Activity Committee – Johny McQuarter

Volunteers were asked to contact Johny McQuarter or Street Captains for this Committee.

5. Crime Prevention – Jerri Booker

Harry stated the first hybrid meeting of the year will be held on March 2, 2026 at 6:30pm. The neighborhood will be voting to renew the parcel fee at the November 2026 election. Information will go out to residents in several months.

6. Committee Reports

a. Financial Report/Membership – Tasha Elbert McClain

It was moved by Johny McQuarter to approve the January 2026 Financial Report. Seconded by Charles Vincent. **Motion Passed.** (See Page 5: Treasurer’s Report)

• **Proposed Amendments to Bylaws: Rationale** (Vallory Hills)

○ **Section III: Dues**

Dues are currently due through September 30th. PTIA has been projecting an “anticipated budget”, not planning with actual available funds. Therefore, the Executive Board is proposing the following:

- Dues will be Due by: July 1st
- First Notice – May 1, 2026 (via Mail, Email and Street Captains)
- New Grace Period/Deadline Date: July 31st
- After Grace Period (July 31st) Street Captains to Follow-Up

- **Section IV: Non-Refundable Clause Revised**

- **Proposed Amendments to Bylaws – Vallory S. Hills**
 - Process and Reading of Proposed Amendments
 - Language in **Red Font** is the proposed **New Language**
(See Page 6: Proposed Amendments to Bylaws)

Residents with email addresses will receive the Proposed Amendment information. They will be able to vote electronically at the May 4th meeting. **YOU MUST BE A PAID MEMBER TO CAST YOUR VOTE.**

When the Street Captains hand-deliver the Homeowner Information Forms they will hand out the Ballots for the Amendments to these Bylaws as well...the deadline date to return their ballots will also be Friday, February 20th.

- b. ACC/Compliance – Eddie Young/Vallory Hills
It is time to cut back on your Crepe Myrtles and spruce up around your properties. The Spring Neighborhood Canvas will be held March 1-31st. You will be notified via email. A Spring Flyer will be developed and distributed as well.

We should receive notification soon of a few outstanding violations that were sent to the City of Baker Code Enforcement Officer. As with all violations, this is confidential information for PTIA Officers and ACC/Compliance Committee members.

Overall, everyone is cooperating with maintaining their property.

- c. Hospitality – Elouise Thomas
No Report
- d. Newsletter/Website – Vallory S. Hills
The Newsletter will go out late April to early May.
- e. Street Captains – Vallory S. Hills
Street Captains will pass out and retrieve the Homeowner Information Forms and Ballots for Amended Bylaws.

7. State of Baker Reports (District #1)

- a. Councilman, Dr. Charles Vincent
 - February 10th and 24th – Baker Fire Dept to discuss millage increase to construct a new Fire Dept at the Leland College area
 - February 26th – Chief Dunn to host Town Hall on Crime, 6:30pm @ Baker High School Auditorium
 - February 28th – Dr. Vincent is hosting a Black History Program @ Baker Library
 - Officer on Patrol signage (Alba/Azie) has been affixed properly.
 - Dr. Vincent was asked to look into the status of Impact Charter School.

b. Baker School Board Member – Linda B. Perkins

- The Baker/Helix School System Partnership is moving forward and making progress. There is a “Waitlist for new students for the 2026-2027 school year.
- Park Ridge Achievement Academy are preparing students for end of the year assessments. High Dosage Tutoring is available.
- January 26, 2026 was the start date for the After School Tutoring for Baker High School. Courses include English, Algebra, Biology, Geometry and U. S. History.
- Students in the third through eighth grade already taken the Leap Tests.

8. Announcements (None)

9. Other

Cherryl Montgomery thanked Vallory for stepping in and conducting the Zoom meeting.

Meeting Adjourned: 7:38 pm

Next Meeting Date: April 6, 2026

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

Treasurer's Financial Report

Reporting Period: January 2026

Prepared by: Treasurer

Date Prepared: February 2026

Checking Account Summary

Description	Amount	Notes
Beginning Balance (01/01/2026)	\$5,688.51	
Deposits & Additions	\$100.00	1 Member Dues Check
Debit Card Withdrawals	(\$73.69)	\$18.69 Zoom; \$55 Federation
Electronic Withdrawals	(\$10.00)	City of Baker
Checks Paid	(\$945.19)	Operating Disbursements
Ending Balance (01/31/2026)	\$4,759.63	
Net Change (Checking): -\$928.88		

Savings Account Summary

Description	Amount	Notes
Beginning Balance (01/01/2026)	\$14,752.48	
Deposits (Interest Earned)	\$0.12	
Withdrawals	\$0.00	
Ending Balance (01/31/2026)	\$14,752.60	

Combined Account Overview

Total Funds Beginning of Month	\$20,440.99
Total Funds End of Month	\$19,512.23
Net Change (All Accounts)	-\$928.76

**THE PARKWOOD TERRACE IMPROVEMENT ASSOCIATION, INC.
BY-LAWS**

~~Amended: April 3, 2023~~

**Proposed Amendment: February 2, 2026
Voting at May 4, 2026 Meeting**

Membership

Persons who qualify under Article IV of the Constitution shall automatically become a member of the association upon payment of dues.

Dues

Section I:

The annual dues shall be \$50 per year per family.

Section II:

Annual dues are payable in full by July 1st of each calendar year.

Section III:

~~Persons who have failed to pay dues during the grace period, July 1st through September 30th shall be declared to be in arrears. Such persons shall be ineligible to vote or enjoy any other benefits provided to members in good standing.~~

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Section IV:

~~There shall be no refund of dues if a member resigns.~~

All membership fees are non-refundable upon member resignation or passing.