

Minutes of the Meeting

The Parkwood Terrace Improvement Association, Inc.
January 5, 2026 | 6:30PM | BAKER, LA
Virtual Meeting (Zoom)

MEETING DETAILS

President Cynthia D. Miller greeted everyone for the New Year and stated that she looked forward to another year of growth and success for 2026!

Call to Order – Regular Meeting

The meeting was called to order by President Cynthia D. Miller at 6:36 pm. Members Present: Cynthia D. Miller, Johny McQuarter, Vallory S. Hills, Tasha Elbert-McClain, Deborah Anderson, Eddie Young, and Cherryl Montgomery.

Invocation – Morgan Watson

Approval of Agenda

It was moved by Deborah Anderson to approve the Agenda as presented. Seconded by Doze Y. Butler. [Motion Passed.](#)

Approval of Minutes

It was moved by Johny McQuarter to approve the Minutes from November 5, 2025. Seconded by Jean Dyer. [Motion Passed.](#)

Agenda Items for Discussion

Correspondence – Vallory S. Hills (None)

Old Business

1. Juneteenth Funding – Cynthia D. Miller

Our Crime Prevention District approved paying all fees for landscaping and lawn service at their December 1, 2025 meeting. Therefore, the money allocated in our previously approved budget Line-Item: Shaver Lawn Maintenance at \$3,000 has been removed. It now shows Line Item: Juneteenth at \$2,350.00 (Refer to New Business: 1. Revised Budget) for this Line-Item Change)

2. CD's for PTIA – Tasha Elbert-McClain

Treasurer Elbert-McClain gave a report of her findings for CD Rates at various financial institutions:

- | | | |
|---------------|---|---|
| Chase Bank | - | 2.65% for 10 months (no penalty for withdrawal)
Example: \$7,000 after 12 mos. = <u>\$7,185</u> |
| Neighbors FCU | - | 3.82% for 12 months (no penalty for withdrawal after 12 mos)
Example: \$7,000 after 12 mos. = <u>\$7,267</u> |
| Exxon FCU | - | 4.00% for 12 months (no penalty for withdrawal after 12 mos)
Example: \$7,000 after 12 mos. = <u>\$7,280</u> |

It was moved by Eddie Young to withdraw \$10,000 from PTIA Savings Account and purchase CD's from Exxon FCU, at the rate of 4.00% for 12 months. Seconded by Johny McQuarter. [Motion passed.](#)

A copy of these minutes and any other documentation needed will be given to Exxon FCU to establish a CD account.

3. **Website Advertising** – Vallory S. Hills

One vendor stated he would like to advertise at PTIA's Website for 12 mos. at \$450. Vallory awaits confirmation and will initiate the contract. Funds will be placed in Budget Line-Item: Contingency Fund.

New Business

1. **Revised Budget** (FY 2025-2026 – December 19, 2025)

Financial Report | Membership – Tasha Elbert-McClain

Revised Budget

Line-Item Juneteenth was reduced from \$3,000 to \$2,350. Line-Item Tellus Storage was reduced from \$750 to Line-Item Storage-Gloria Johnson \$600. Due to additional funds needed for postage, \$150 was moved from Line-Item Contingency Fund to Line-Item Postage, new total \$650. Line-Item Shaver Lawn Service was removed from the Budget.

It was moved by Eddie Young to accept the **Revised Budget** as presented. Seconded by Doze Y. Butler. [Motion passed.](#) (See page 5 for Revised Budget)

It was moved by Johny McQuarter to accept the **Financial Report** with necessary corrections. Seconded by Eddie Young. [Motion passed.](#) The Financial Report for February 2026 meeting will be a detailed report.

Membership. PTIA has 155 members to date.

2. **PTIA Proposed Dues Increase Beginning FY 2026-2027** – Cynthia D. Miller

The body voted to table this agenda item until January 2027.

3. **Christmas Decorations** – Cynthia D. Miller

President Miller thanked Freda August and her family for putting up the Christmas Decorations. Thanks, was also extended to Gloria Johnson for agreeing to store Christmas Decorations at her home (garage). PTIA entered into a contract with Mrs. Johnson for \$600.00. Freda offered to spearhead the Christmas decorations next year and get them up the weekend before Thanksgiving.

4. **Emergency Exit through BREC** – Johny McQuarter

On November 18, 2025 Johny McQuarter (V. President) and Vallory S. Hills (Secretary) met with Chris Davezac, Engineer with the City of Baker, to discuss the Emergency Exit from the Dead End of Alief through the Park. Chris stated, according to Angela Harms, BREC's Engineer, there is a Proposed Emergency Exit from the Dead End of Alief through the Park.

The **Emergency Exit will be a One-Way Exit Only.** Additional details and Map will be placed at our Website. ID and Password is required.

5. Review & Revise Hospitality Guidelines – Tasha Elbert-McClain

After some discussion it was decided not to revise the Hospitality Guidelines. If additional funds are needed, monies will be transferred from Line Item-Contingency Fund and/or tap into the Savings Account if the Contingency Fund is depleted.

6. Committee Meetings – Cynthia D. Miller

President Miller asked PTIA Committees to suggest neighborly activities. Send ideas to Cynthia D. Miller or Vallory S. Hills.

7. Architectural Control Committee – New Member – Eddie Young

(discussed under Committee Reports)

8. Crime Prevention – Jerri Booker

Harry Horton stated that residents will receive a flyer from the Crime Prevention District regarding the upcoming Parcel Fee Renewal. Vallory will post the flyer via email to residents as well as to the Website.

9. Committee Reports

a. Financial Report/Membership – Tasha Elbert McClain

Refer to New Business, Item #1.

b. ACC/Compliance – Eddie Young / Vallory S. Hills

Eddie Young. Due to other commitments, Tammie Forbes has stepped down from the Architectural Control Committee. Johney McQuarter agreed to be a member of the ACC. Eddie thanked Tammie for her service to the ACC and welcomed Johney on board.

Violations. ACC is still tracking activity in the neighborhood. One neighbor objected to a violation notice. When the violation was explained to him he corrected it without further question.

We look forward to neighbors enhancing their properties in the Spring. Efforts in the ACC has positively impacted the neighborhood.

c. Hospitality – Elouise Thomas

Several deaths was reported in November. Charles Griffin passed away. Charles was the brother of Leroy Griffin, Jr. Mrs. Catherine Flentry passed always as well.

d. Newsletter/Website – Vallory S. Hills

The Spring 2026 Newsletter is expected to go out in April. The Website Contract was renewed for another year. Special thanks was extended to the Crime Prevention District for their financial support.

e. Street Captains – Vallory S. Hills

Vallory thanked Street Captains for keeping lines of communication open with their neighbors and looks forward to working together in 2026.

10. State of Baker Reports (District #1)

- a. Councilman, Dr. Charles Vincent
 - January 13, 2026 Council Meeting – Final approval for a new Economic Development District on Hwy 19 – all welcome to attend
 - January 10, 2026, 3-5p – Program on Dr. Martin Luther King, Jr., Baker Library
 - February 28, 2026, 3-5p – Louisiana’s First Black Elected Officials, Baker Library
- b. Baker School Board Member – Linda B. Perkins (No Report)

11. Announcements

This year is our voting year for Election of New Officers (FY 2026-2027). If anyone wants to run for an office let the Nominating Committee know your intentions. The Committee will be appointed at the April Meeting.

12. Other

Johney McQuarter identified sidewalks that need repairs. He will send the addresses to Dr. Vincent and Vallory S. Hills who will send a request to Dept. of Public Works. Eddie Young suggested that cones be placed at those locations for safety purposes.

Harry Horton stated that at the corner of Azie and Alba the Officer on Patrol sign needs adjusting. Eddie will take care of that.

President Miller thanked all residents for being good neighbors and attending the meetings, PTIA E-Board Members, Hospitality Committee-led by Elouise Thomas, and our Street Captains.

President Miller stated that she hopes the community has been pleased thus far with what has been done in PTIA.

Meeting Adjourned: 8:14p

Next Meeting Date: February 2, 2026

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

PTIA BUDGET
July 1, 2025 through June 30, 2026
Revised: January 5, 2026

Line Item	Line-Item Totals
EBR Civic Association	55
Legal Services	0
Sec of State	15
Hospitality	300
Juneteenth	2,350
Baker Utilities (Water)	144
Office Supplies	170
Printing	0
Postage	650
PO Box Fees	192
Storage (Gloria Johnson)	600
Christmas Lighting	500
City of Baker Christmas Toy Giveaway	0
Website Maintenance	600
MS 365 Software / yr	100
Google Data	25
Google Zoom / yr	210
Contingency Fund	500
Chase Yearly Fee	160
	TOTAL ... \$7,221