

PARKWOOD TERRACE IMPROVEMENT ASSOCIATION

MINUTES

Monday, February 6, 2023 @ 6:30 p.m., Baker, LA

NOTE: ITEMS IN **RED FONT** TO BE DISCUSSED AT APRIL 3, 2023 MEETING

1. Call to Order

The meeting was called to order by President Cynthia D. Miller at 6:35 p.m.
Officers present: Cynthia Miller, Tasha Elbert-McClain, Vallory Hills, Rose Cusic, Eddie Young, and Cherryl Montgomery. Officers absent: Linda Stokes and Gloria Johnson

2. Invocation – Vera Hollins

3. Approval of Agenda

It was moved by Rose Cusic to approve the agenda. Seconded by Tasha Elbert-McClain.
Motion passed.

4. Approval of Minutes: January 9, 2023

It was moved by Morgan Watson to approve the minutes from the January 9, 2023 meeting. Seconded by Vera Hollins. Motion passed.

5. **ITEMS FOR DISCUSSION** (3 minutes each)

A. Correspondence - Vallory Hills

A thank you note was received from the Gambler family acknowledging the passing of William Gambler. President Miller informed everyone about the passing of Anna Richardson's daughter.

B. Old Business

1. Continue Concerns, Comments, Suggestions - President Miller (Homeowner Information Form)

a. Begin with Item Alphabet "G" on page 3

President Miller continued to discuss the Homeowner's Concerns/Suggestions. Some of the items discussed could be reported now as they are the City of Baker and EBR Parish Ordinances (i.e., Grass Clippings, Impeding Drainage, and Parking on the Street). She did state that these concerns as well as others will be fully addressed once the Amended Restrictions for Parkwood Terrace is complete and approved.

Harry Horton stated that some of our street "name" signs are reflective.

Vallory will call the City of Baker and ask them to identify which signs are reflective and which ones aren't.

President Miller would like someone to volunteer to head a committee that will work with our elderly and single and/or widowed residents by performing "handy work" tasks (i.e., yard work, repairs around the home, etc.).

President Miller will conclude the review of all Concerns/Suggestions beginning with “Suggestions” at the April meeting.

C. New Business

1. Committee Reports

a. Architectural Control / Infraction Committees - Eddie Young/Vallory Hills

(1) Status: Amended Restrictions for Parkwood Terrace Subdivision

Eddie Young stated that the Amended Restrictions had been reviewed by the Architectural Control and Infraction Committees, as well as the Executive Board and were ready for legal review by Attorney Veronica Sizer.

(2) Contract for Attorney Veronica Sizer to Review

Legal Aspects of Restrictions

Eddie Young made a motion to enter into a contract with Attorney Veronica Sizer to review the legal aspects of the Amended Restrictions for Parkwood Terrace Subdivision. Seconded by Vallory Hills. Motion passed.

(3)Next Steps

Vallory stated that the next steps in the Amended Restrictions process will be discussed at the April 3, 2023 meeting.

b. Activity Committee - Tasha McClain

The Activity Committee will meet February 8, 2023 to discuss Juneteenth Celebration – to be held Saturday, June 17, 2023; as well as plan activities for the remainder of this year.

c. Hospitality Committee - Elouise Thomas

Mr. Carl Watkins had a sister to pass in January. Elouise also received information regarding the death of Mrs. Robinson’s daughter. She will follow hospitality guidelines to address these occurrences.

d. Newsletter Committee – Bridget Riley

(1) The Pipeline - Bridget

After some discussion it was decided, due to cost effectiveness, that The Pipeline would become an E-newsletter. The only persons receiving a hard copy of The Pipeline would be residents that do not have an email address. Furthermore, **all** homeowners in the subdivision will receive The Pipeline via email. There may be instances where items of importance might dictate the need for The Pipeline to be issued separately from the quarterly production. Suggestions were made to print copies of The Pipeline for your neighbors.

(2) Website - Vallory

Vallory presented a mock Parkwood Terrace website along with a proposed cost:

Cost to Set Up Website	\$1,800
Annual Cost for Web Housing	\$ 200
Annual Cost for Web Updates	\$ 600
Total This Year	<u>\$2,600</u>

Every Year Thereafter for Web Housing and Updates	<u>\$ 800</u>
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Security issues were discussed. The only persons to have access to update/make changes will be Vallory, Bridget and Cheryl. Homeowners would have an access code to retrieve sensitive PTIA information (i.e., Directory, Street Captains phone numbers, email addresses.)

Vallory asked if the Crime Prevention District could cover the cost of Establishing/maintaining the website, and contract with Joseph Smith (Webmaster). Joe Jenkins said this should come before the Commissioners at the next meeting. **The Website item will be revisited for PTIA** until it is discussed at the Crime Prevention Meeting held in March 2023.

There was a discussion about the Crime Prevention Meeting being held simultaneously by brick/mortar as well as Zoom. Vallory stated that according to Annie Smith, Staff Attorney with the LA House of Representative, Crime Prevention Districts are considered a political subdivision of the Legislature. As such, they are bound to the Open Meetings Law mandate. Ms. Smith also stated that the Crime Prevention District can hold brick/mortar and Zoom meetings simultaneously; however, all voting however, must be done in person, unless the Governor declares otherwise.

President Miller stated that she and Vallory will determine how zoom can be set up at the Baker Library for Crime Prevention meetings. Harry stated that the possibility of having Zoom capabilities for Crime Prevention meetings is on the March Agenda, 2023.

e. **Street Captains** - Jerri Booker

Jerri thanked the Street Captains for getting information out to all residents (during the stormy weather) about voting to increase dues.

2. **Incident at Group Home on Ector – January 10, 2023- President Miller**

There was an incident on January 10th at the group home on Ector. A female had a health issue and was transported to a local hospital. She was treated and released. No arrest was made.

3. If you See Something – Say Something-President Miller

President Miller stated that if homeowners see something is out of order or suspicious to contact Baker police first. Then notify any member of the PTIA and/or your Street Captain.

4. Check Your Email Regularly-President Miller

Documents and notifications that affect all residents (whether it comes from PTIA or City of Baker) are sent to emails in a very timely manner by Cherryl Montgomery. **Everyone, please check your emails regularly.**

5. State of Baker Reports

1. Councilman, Dr. Charles Vincent

- Will follow-up on the streetlights (that are not working)
- Look into a 3-way installation of a Stop Sign at Ector & Azie
- Street overlays continue to be worked on in our subdivision
- Clean-up is on every 3rd Saturday
- City-Wide Clean-up mid April (TBD)
- Black History Month Celebration will be held by the City of Baker on February 25, 2023.

2. Baker School Board, Linda B. Perkins

- School Board Retreat to be held Jan 28, 2023 to discuss data from LEAP Test and other issues
- School Board Meeting will be held on February 7, 2023 at 6:00 p.m. All School Board Meetings are held every 1st Tuesday at the School Board Office at 6:00 p.m. Everyone was encouraged to attend.

D. Financial Report – Rose Cusic

Dr. Vincent moved to accept the financial report. Eddie Young seconded. Motion passed.

E. Announcements

Vallory suggested that Street Captains contact their residents to send a friendly reminder about PTIA and Crime Prevention meetings, in that there was a greater number of participants at this meeting.

President Miller thanked all residents for attending the meetings and giving feedback. PTIA meetings will remain via Zoom for the foreseeable future.

Bridet Riley invited the neighborhood to attend the Super Bowl Party at her home, Sunday, February 12, 2023 beginning 3:00 p.m.

F. Other

Next Meeting Date: April 3, 2023, 6:30 p.m.

Meeting Adjourned: 8:15 p.m.