

# Minutes of the Meeting

**The Parkwood Terrace Improvement Association, Inc.**  
**October 6, 2025 | 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 6:33pm. Members Present: Cynthia D. Miller, Johnye McQuarter, Vallory Hills, Tasha Elbert-McClain, Deborah Anderson, Eddie Young, and Cherryl Montgomery. Not Present: Gloria Johnson

### **Invocation – Johnye McQuarter**

### **Approval of Agenda**

It was moved by Johnye McQuarter to approve the Agenda with the addition of PTIA Chaplain as Number 1 under **Line-Item New Business**. Seconded by Deborah Anderson. Motion Passed.

### **Approval of Minutes: July 7, 2025**

It was moved by Johnye McQuarter to accept the Minutes from July 7, 2025. Seconded by Eddie Young. Motion Passed.

## Agenda Items for Discussion/Action

### **Correspondence – Vallory S. Hills**

PTIA received “Thank You” cards from the following families for acts of kindness shown during the loss of their loved ones: Delores Vincent (the passing of her Mother, Mrs. Edna Tillman); the Square Family (the passing of Robert Square, Sr.); and Rusell Hills (the passing of his brother, Michael Hills). President Miller asked everyone to continue to lift these families in prayer.

## Old Business

1. **Juneteenth Celebration Venue – Cynthia D. Miller**  
Discussed under Line-Item: New Business, No. 3

## New Business

1. **PTIA Chaplain – Cynthia D. Miller**  
Gloria Johnson joined an organization and can no longer serve as Chaplain. Johnye McQuarter agreed to serve as Chaplain until Officer Elections are held May 2026.
2. **Revised Budget FY 2025-2026 – Tasha Elbert McClain**  
Due to some residents paying “Dues” years in advance, for accuracy it was necessary to separate the funds accrued per Fiscal Year (i.e., FY 2025-2026, FY 2026-2027, etc.). Therefore, the Budget for FY 2025-2026 had to be revised.

In that PTIA decreased Line-Item: Christmas Lighting from \$1,000 to \$500, it was noted that our Crime Prevention District would decrease that Line-Item in their FY 2025-2026 Budget from \$1,000 to \$500 as well. (The Crime Prevention District matches PTIA’s Christmas Lighting allocation.)

As of October 6, 2025 funds collected for FY 2025-2026 is \$7,610.

It was moved by Deborah Anderson to accept the Revised Budget for FY 2025-2026 at \$7,221. Seconded by Eddie Young. Motion Passed. (See page 6 for Revised Budget FY 2025-2026).

**3. Juneteenth Celebration Venue/Funding – Cynthia D. Miller**

In that the FY 2025-2026 Budget had to be revised, Line-Item: Juneteenth Celebration is on hold. There are no funds to host this event. President Miller spoke to Jerri Booker, President/Commissioner of our Crime Prevention District and asked if this item can be placed on the CPD's October Agenda.

President Miller suggested that PTIA could add a Security Specialist as Speaker for Juneteenth (which would keep our Crime Prevention District in compliance with the Statute); or Crime Prevention could pay for all of the Association's Lawncare, which would free up \$3,000 in PTIA's Budget, whereby PTIA could still host the Juneteenth event.

Commissioner Booker agreed to add this item on their October Agenda for discussion/review.

PTIA has tentatively booked a venue for the Juneteenth Celebration – the date will be Saturday, June 13, 2026 at 3:00 p.m. The cost of the venue will be \$1200.00. It was suggested that PTIA look into holding this event at our last venue. Vallory will look into this.

**4. Crime Prevention – Jerri Booker, President/Commissioner**

Commissioner Booker invited all to attend the October 13, 2025 Crime Prevention District Meeting at 6:30 p.m. in person at the Baker Library or via Zoom. Officer Elections will be held.

**5. PTIA Timeline – Vallory S. Hills**

The PTIA Timeline was developed so that going forward, Officers or Committee Members can manage and track the progress of projects or events, and hold persons accountable.

As new events or projects arise, they can easily be added. The timeline will be updated on a Fiscal Year Basis by the Secretary. (See page 7 for PTIA Timeline)

President Miller thanked Vallory for her thorough and insightful attention to detail on the delivery and development of the PTIA Timeline. President Miller stated it is, **"PTIA's Roadmap for the Future."**

**6. Committee Reports**

**a. Financial Report – Tasha Elbert McClain**

No Report.

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

Eddie Young stated that the Fall Neighborhood Canvassing began October 1<sup>st</sup> and end October 31<sup>st</sup>. Committees will continue to communicate with neighbors and give them an opportunity to address and resolve issues prior to sending out violation letters. PTIA is very appreciative of neighbors who enhance and maintain their properties. It definitely makes a difference in the neighborhood.

President Miller has been questioned about old vehicles in the neighborhood. If vehicles have current license plates and inspection stickers, then they are in compliance.

Eddie stated a neighbor made a complaint that someone had come onto their property regarding a vehicle in question. All canvassing takes place from the sidewalk, the street, or a drive by from a vehicle. No one sets foot on anyone's property.

Cherryl Montgomery had a question about referring businesses that could maintain flowerbeds, etc. (See Line-Item: Other)

c. **Hospitality** – Elouise Thomas

Elouise and Elaine Noble (Street Captain for Cadiz/Anton) welcomed new neighbor, Quandisha Green and her family to the neighborhood. A Welcome Packet and a potted plant (from Elaine) was given to Ms. Green, who was surprised and appreciative.

Sympathy cards and other acts of kindness were extended to the following families: the passing of neighbors Bonnie Thomas (Cayuga), and Lillie Harris (Daveco) and Rusell Hills' brother (Michael Hills).

d. **Newsletter/Website** – Vallory S. Hills

The Fall 2025 Pipeline was published and placed on the Website, October 1<sup>st</sup>. President Miller complimented the newsletter and asked neighbors to send in information about themselves or another neighbor, so they may be featured in upcoming issues. The Website continues to be updated.

e. **Street Captains** – Vallory S. Hills

Elaine Phillips stepped down as Street Captain for Cayuga and Adair. PTIA thanked Elaine for her service of almost 3 years. Upon Elaine's request, Kaylin and Kenny Ricard, the daughter and son-in-law of Barbara Allen (former Street Captain for Cayuga/Adair), if they would like to serve as Street Captains. They agreed and began working immediately!

Vallory thanked all Street Captains for their continued support.

7. **State of Baker Reports** (District #1)

a. **Councilman** - Dr. Charles Vincent

No Report

## **Baker School Board Member – Linda B. Perkins**

The transitional period for The City of Baker School System with Helix Community Schools has been completed. A five-year contract has been signed with Helix Community Schools for a Baker/Helix Partnership. Baker was able to still use the Baker name; because of the agreement/contract with Helix, since the State of Louisiana Recovery District took over two failing schools, Baker Middle and Baker Heights. Baker High was scheduled to be taken over in 2026 and there would no longer have been a City of Baker School System. All Pre-K through 8<sup>th</sup> grade students are housed at the Bethany Campus. Baker High School consists of 9<sup>th</sup> through 12<sup>th</sup> grade, housed at Baker High School.

The Helix staff and teachers are over the entire operation and administration of the Baker/Helix School System. There have been a lot of positive things happening since school started August 7<sup>th</sup>. The administration has implemented daily tutoring sessions for students to improve their reading skills. Numerous Clubs began: The BETA Club, Art Club, History Buffs Club, and SGA.

The next Baker/Helix School Board meeting is scheduled for Tuesday, October 7<sup>th</sup> at 6:00 PM at the School Board Office. Everyone is welcome to attend.

### **8. Announcements - None**

### **9. Other**

- a. Harry Horton stated that the EBR Greater Federation for Civic Associations purchases CD's (with excess funds) as an added source of income. Tasha (Treasurer) stated she would look into this. He encouraged all to sign up for the Federation Zoom Meeting scheduled for October 9<sup>th</sup> at 7p.m. Topics to be discussed include Library Mileage, Council on Aging Mileage, and Mosquito Abatement Mileage.
- b. Linda Perkins made inquiries about the landscaping at the front entrance. As a member of the landscape committee, she stated that she was not aware trees had been decided to be planted; only shrubbery. Harry replied that the magnolia trees were dwarf and would not overwhelm the area. Vallory stated that none of the landscape should interfere with the Parkwood Terrace signage.
- c. Cheryl Montgomery asked if someone could recommend a person/company to maintain the shrubbery at her home. Eddie Young will get back to her on this.
- d. Harry asked Vallory if she could post information about companies that provide maintenance (not just landscape but all types of home maintenance...electrical, plumbing, etc.) at the Website. Harry suggested it would be an additional source of income for PTIA.

Eddie reminded the group that there is a "No Solicitation Policy" in the neighborhood. Vallory stated persons/companies can pay now to advertise in The Pipeline, but she will draft advertising fees for the Website and present it at the November meeting.

- e. Johnney McQuarter brought up the Lavey Lane Project. Several persons expressed their displeasure with this project. Doze Butler inquired about the sidewalks also. Eddie will discuss with Dr. Vincent and Mayor Waites. President Miller and Vallory will follow-up as well. A status report will be given at the November meeting.

Next Meeting Date: November 3, 2025

Adjournment: 7:39 p.m.

**PTIA BUDGET**  
**July 1, 2025 through June 30, 2026**  
**Revised September 25, 2025**  
**Approved: October 6, 2025**

<b>Line Item</b>	<b>Line-Item Totals</b>
<b>EBR Civic Association</b>	55
<b>Legal Services</b>	0
<b>Sec of State</b>	15
<b>Hospitality</b>	300
<b>Juneteenth</b>	0
<b>Baker Utilities (Water)</b>	144
<b>Shaver Lawn Service</b>	3,000
<b>Office Supplies</b>	170
<b>Printing</b>	0
<b>Postage</b>	500
<b>PO Box Fees</b>	192
<b>Tellus Self Storage</b>	750
<b>Christmas Lighting</b>	500
<b>City of Baker Christmas Toy Giveaway</b>	0
<b>Website Maintenance</b>	600
<b>MS 365 Software / yr</b>	100
<b>Google Data</b>	25
<b>Google Zoom / yr</b>	210
<b>Contingency Fund</b>	500
<b>Chase Yearly Fee</b>	160
	<b>TOTAL ... \$7,221</b>

**THE PARKWOOD TERRACE IMPROVEMENT ASSOCIATION, INC.**  
**TIMELINE**  
**FISCAL YEAR – 2025-2026**

DATE	PROJECT / ACTIVITY NAME	PERSON or COMMITTEES
	<b>JANUARY 2025</b>	
January 6 2025	PTIA Zoom Mtg	Neighborhood Zoom Coordinator
January (1 <sup>st</sup> Week)	EBR Civic Association Dues	Treasurer
Jan-Feb-Mar-Apr	Prepare Pipeline for Spring Edition	Newsletter
January 27 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
January 29 (Fri)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
February 3	PTIA Zoom Mtg	Neighborhood
February 26 (Fri)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
March 1 <sup>st</sup> through 31 <sup>st</sup> Spring Neighborhood Canvassing (weather permitting)	ACC & Compliance Committees conduct Spring Neighborhood Canvassing per their assigned streets. Violations (with photos if necessary) will be forwarded to the PTIA Secretary. Once the forms are typed up the Secretary will get the ACC Chair's signature. The Secretary will then make a pdf file of the violation with the ACC Chair's signatures, photos (if necessary) and attach the PTIA Violation and/or City Ordinance. Follow steps for the 2 <sup>nd</sup> Violation as cited in the Violation Procedures.	ACC Committee Compliance Committee PTIA Secretary
March 31 (Wed)	Finance and Membership Reports (Send to E-Board)	Treasurer

	Secretary will send Member Listing to Street Captains	
March 31 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
April (2 <sup>nd</sup> Week)	Launch Spring Edition of Pipeline (Website)	Newsletter Website Administrators
<b>DATE</b>	<b>PROJECT / ACTIVITY NAME</b>	<b>PERSON or COMMITTEES</b>
April 7	PTIA Zoom Mtg	Neighborhood
April 8	Secure Items for Juneteenth Celebration Facility, Caterer, Decorations, Utensils, Labor, etc.	President & Volunteers
April 28 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
April 30 (Fri)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
May 4	PTIA Zoom Mtg	Neighborhood
May 4 PTIA Meeting	Present Upcoming FY Meeting Calendar Once Approved send Via Mass Emails & Post Website	Secretary
May 5	Post Approved April Minutes to Website	Website Administrators
May (2 <sup>nd</sup> Week)	Send out Calling all Grads info for Pipeline Via Mass Emails	Newsletter
May-June-July-Aug	Prepare Summer Edition of Pipeline (Website)	Newsletter Website Administrators



May 27 (Thurs)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
June 1 <sup>st</sup> through 30 <sup>th</sup> Summer Neighborhood Canvassing (weather permitting)	ACC & Compliance Committees conduct Spring Neighborhood Canvassing per their assigned streets. Violations (with photos if necessary) will be forwarded to the PTIA Secretary. Once the forms are typed up the Secretary will get the ACC Chair's signature. The Secretary will then make a pdf file of the violation with the ACC Chair's signatures, photos (if necessary) and attach the PTIA Violation and/or City Ordinance. Follow steps for the 2 <sup>nd</sup> Violation as cited in the Violation Procedures.	ACC Committee Compliance Committee PTIA Secretary
June 9	Budget Planning for FY 2025-2026	Executive
June 30 (Wed)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
<b>DATE</b>	<b>PROJECT / ACTIVITY NAME</b>	<b>PERSON or COMMITTEES</b>
June 30 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
	<b>JULY 1 2025 START OF FY 2025-2026</b>	
<b>DATE</b>	<b>PROJECT / ACTIVITY NAME</b>	<b>PERSON or COMMITTEES</b>
July 1	Mail Out 1 <sup>st</sup> Dues Letter	Secretary
July 1	PO Box Renewal Fee and Purchase Stamps	Secretary
July 7	PTIA Zoom Mtg	Neighborhood
July 8	Post Approved May Minutes to Website	Website
July 14	Annual Juneteenth Celebration	Neighborhood

July 30 (Fri)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
August (1 <sup>st</sup> Week)	Order Office Supplies	Secretary
August (2 <sup>nd</sup> Week)	Launch Summer Edition Pipeline (Website)	Newsletter Website Administrator
August (2 <sup>nd</sup> Week)	Pay <b>Sec of State Annual Report</b> Filing Fee Renewal Notification will be Emailed to Secretary	Secretary/Treasurer
August 31 (Tue)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
September, October	Prepare Fall Edition of The Pipeline (Website)	Newsletter Website Administrators
September – 2 <sup>nd</sup> Week	Mail Out 2 <sup>nd</sup> Dues Letter	Secretary
Sept 29 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
September 30 (Thurs)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
<b>DATE</b>	<b>PROJECT / ACTIVITY NAME</b>	<b>PERSON or COMMITTEES</b>
October 1 <sup>st</sup> through 31 <sup>st</sup> Fall Neighborhood Canvassing (weather permitting)	ACC & Compliance Committees conduct Fall Neighborhood Canvassing per their assigned streets. Violations (with photos if necessary) will be forwarded to the PTIA Secretary. Once the forms are typed up the Secretary will get the ACC Chair's signature. The Secretary will then make a pdf file of the violation with the ACC Chair's signatures, photos (if necessary) and attach the PTIA Violation and/or City Ordinance. Follow steps for the 2 <sup>nd</sup> Violation as cited in the Violation Procedures.	ACC Committee Compliance Committee PTIA Secretary
October 1	Purchase Boy & Girl Bicycle for Christmas	Treasurer

October 1	Secure Labor to Set-up/Breakdown Christmas Decorations	President
October 6	PTIA Zoom Mtg	Neighborhood
October 7	Post Approved July Minutes to Website	Website
October 16	Pay for Google Data and Data Storage for Google Zoom	Zoom Coordinator
October 27 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
October 29 (Fri)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
November 3	PTIA Zoom Mtg	Neighborhood
November 4	Post Approved October Minutes to Website	Website
November (2 <sup>nd</sup> Week)	Launch Fall Edition Pipeline (Website)	Newsletter Website Administrator
November 30 (Tue)	Finance and Membership Reports (Send to E-Board) Secretary will send Member Listing to Street Captains	Treasurer Financial Secretary
December 13	Website Maintenance Payment Due (\$600 ea.) (Pay with Check Only)	PTIA & CPD Treasurers
December 29 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
<p style="text-align: center;"><b>!!! HOLIDAYS !!!</b></p> <p style="text-align: center;"><b>NO FINANCE AND MEMBERSHIP REPORTS DUE</b></p>		

	<b>JANUARY 2026</b>	
<b>DATE</b>	<b>PROJECT / ACTIVITY NAME</b>	<b>PERSON or COMMITTEES</b>
January 5	PTIA Zoom Mtg	Neighborhood
January 6	Post Approved November Minutes to Website	Website
Jan-Feb-Mar-Apr	Prepare Pipeline for Spring Edition	Newsletter
February 2	PTIA Zoom Mtg	Neighborhood
March 1 <sup>st</sup> through 31 <sup>st</sup> Spring Neighborhood Canvassing (weather permitting)	ACC & Compliance Committees conduct Spring Neighborhood Canvassing per their assigned streets. Violations (with photos if necessary) will be forwarded to the PTIA Secretary. Once the forms are typed up the Secretary will get the ACC Chair's signature. The Secretary will then make a pdf file of the violation with the ACC Chair's signatures, photos (if necessary) and attach the PTIA Violation and/or City Ordinance. Follow steps for the 2 <sup>nd</sup> Violation as cited in the Violation Procedures.	ACC Committee Compliance Committee PTIA Secretary
April (2 <sup>nd</sup> Week)	Issue Spring Edition of Pipeline (Website)	Newsletter/Website
April 6 End of 2-year (2024-2026) Officer Terms (Repeat: April of FY 2026-28 and every 2 years after that)	PTIA Zoom Mtg – <a href="#">Add to Agenda</a> President Appoints 5 Members in Good Standing to Nominating Committee (Refer to Election of Officers Process)	Neighborhood
April 7	Post Approved January Minutes to Website	Website
April 27 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
May 4	PTIA Zoom Mtg Officer Elections – Open Ballots	Neighborhood
May 4 PTIA Meeting	Present Upcoming FY Meeting Calendar	Secretary

	Once Approved send Via Mass Emails & Post Website	
<b>DATE</b>	<b>PROJECT / ACTIVITY NAME</b>	<b>PERSON or COMMITTEES</b>
May 5	Post Approved April Minutes to Website	Website
June 1 Note: Agenda Items, Previous Minutes, Financial Report, etc. are mass emailed to all residents 1 week prior to all PTIA Meetings	E-Board sends Agenda Items, Previous Minutes, Financial Report w/attachments to Zoom Coordinator for upcoming PTIA Meeting. Zoom Coordinator sends Agenda, Minutes, etc., to all residents via mass email.	E-Board
June 8	Budget Planning	Executive
ONGOING	PTIA Directory: Make additions/deletions to Resident and Lot Owner Information as turnovers occur. Update Hard-Copy of the Directory as well as information at the Directory Website.	Secretary Website Administrators

**JUNE 30 2026  
END OF FY 2025-2026**

**July 1, 2026**

**Newly and/or Re-appointed Officers Begin their 2-Year Term**

**At the beginning of every 2-Year Term – July 1st**

**Have Residents Complete the**

**Homeowner's Information Form**

**Form Can be Completed at Website and Submitted Electronically to PTIA  
or**

**Street Captains will Deliver to Residents**

**Residents will Return Completed Form to Street Captains**

**Street Captains will turn in Form to Secretary**

**(The Secretary and Zoom Coordinator will update the PTIA Database  
and information at the Website)**

**Secretary to Contact Assessor's Office for Latest Listing**

**Of Property Owners in the Subdivision**

**Make adjustments to Hard-Copy of the Directory,  
Conversion Table, and the Directory at our Website**

**SECRETARY**

**BEGIN NEW TIMELINE**

**FY JULY 1, 2026 – JUNE 30, 2027**

**Adjust Dates Accordingly**

**(Add New Project/Activity Name as Needed)**

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