
SHERWOOD FOREST CRIME PREVENTION AND NEIGHBORHOOD IMPROVEMENT DISTRICT

BOARD OF COMMISSIONERS MEETING

Parcel Fee expires December 31, 2023. Hold parcel fee renewal election by December 31, 2021.

MINUTES

Thursday, January 8, 2015
6:30 p.m.
St. Thomas More Catholic Church
Activity Center
Baton Rouge, LA

The Sherwood Forest Crime Prevention and Neighborhood Improvement District (“District”) held its Commissioners’ meeting at St. Thomas More Catholic Church Activity Center Room 4, 11441 Goodwood Boulevard, Baton Rouge, LA on Thursday, January 8, 2015 at 6:30 p.m.

Prior to the meeting being called to order, the Oath of Office for new crime district commissioner member Joel Clement was administered by Judge Darrell White.

Agenda (See Attachment 1 – 1 page)

- I. Chairman Gary Patureau called the meeting to order at 6:45 p.m.
- II. **Roll Call – Richard Empson** called roll and a quorum was recognized.

Commissioners Present:

Joel Clement
Richard Empson
Douglas Gonzales
Donald Hogan
John Macus
Gary Patureau
Gary Smith

Guests Present:

Julie Fuselier

- II. Approval of Minutes.** Gary Patureau asked the Board to review the minutes in the packets. John Macus made a motion to approve the December 17, 2014 minutes as distributed. Donald Hogan seconded the motion. There were no objections and the motion passed unanimously.
- III. Discussion on using a management company or bookkeeper.** Gary Patureau introduced Julie Fuselier with Phyllis Perron and Associates and discussed the benefits of the Crime District using an Association Management Company versus a bookkeeper or CPA. He discussed the responsibilities of the management team and the proposal fee and contract. He then opened the floor to questions and discussion. Gary Patureau motioned to approve the contract to hire Phyllis Perron and Associates/Association Management Services to manage the Crime District affairs effective Jan 8, 2015 - Dec 31, 2015. Richard Empson seconded the motion. There were no objections and the motion passed unanimously.
- IV. Decision on Directors & Officers Insurance**
Judge Gonzales discussed the need for Directors and Officers Insurance and discussed the responsibility of the Office of Risk Management. There was further discussion and members decided to consult legal counsel, Sheri Morris on this issue.
- V. Revisions to 2015 Budget. (See Attachment 2 – 1 page) .** The following changes were made to the expense categories:
- A. Insurance for directors and officers: \$895
 - B. insurance personal property & liability – \$1200
 - C. Add management services to accounting services \$6000
 - D. Add Accounting Services/Tax Return - \$800
 - E. Delete cell phone/patrol officers category and budget item
 - F. Delete Web Page maintenance category and budget item
 - G. Change mailing postage - \$1500
 - H. Add newsletter - \$6500
 - I. Add Telephone - \$1200G
- Gary Smith made a motion to approve the budget as amended. Judge Gonzales seconded the motion. There were no objections and the motion passed unanimously.
- Donald Hogan then made a motion that the management team proceed with the application to approve Sherwood Forest Neighborhood as a no solicitation neighborhood. Judge Gonzales seconded the motion. There were no objections and the motion passed unanimously.
- VI. Attorney General’s Opinion of Proper use of Public Funds.** Gary Patureau reported that the Commissioners would discuss this issue with legal counsel, Sheri Morris.
- VII. Gary Patureau** motioned that the District open a bank account at Capital One and approve the resolution as presented authorizing Gary Patureau, Gary Smith and Richard Empson to conduct business on behalf of the District and also authorized Julie Fuselier to have the authority to access the bank account for inquiries only. Judge Gonzales seconded the motion. There were no objections and the motion passed unanimously. (See attachment 3 – 1 page).

VII. Adjourn. Motion made by **Gary Smith** to adjourn. Motion seconded by **John Macus**. Meeting adjourned at 8:35 p.m..

Respectively submitted:

Richard Empson, Secretary

Approved Date

Action Items from Board meeting:

1. Revise budget from motions at board mtg
2. Research and proceed with procedure for becoming non solicitation subdivision w/ city council
3. Open meeting laws – group emails – find out parameters etc or quorum
4. First Call Notification System - research on data import

Action Items:

1. Management Team -Meet with Sherry Morris/Bill Mercer – audit etc
2. Develop Bill payment procedure
3. Procedure on paying police patrolmen – get with D. Pourrier
4. Notification to neighbors that Crime District is up and running – banner:?
5. Grants – research on Cooperative Endeavor Agreements

**SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT
BOARD OF COMMISSIONERS
January 8, 2015, at 6:30 p.m.
St. Thomas More, Room 4, 11441 Goodwood Boulevard
Baton Rouge, Louisiana 70815**

AGENDA

- I. ROLL CALL**
- II. APPROVAL OF 12/17/2014 MINUTES**
- III. DISCUSSION ON USING A MANAGEMENT COMPANY OR BOOKKEEPER**
- IV. DECISION ON D & O INSURANCE**
- V. REVISIONS TO 2015 BUDGET**
- VI. ATTORNEY GENERALS OPINION OF PROPER USE OF PUBLIC FUNDS**
- VII. OATH OF OFFICE FOR NEW BOARD MEMBER JOEL CLEMENT APPOINTED BY EAST BATON ROUGE PARISH ASSESSOR.**
- VII. ADJOURN**

Notice is hereby further provide that the District may vote to hold an Executive Session on any agenda or other duly approved item that is exempted from discussion at an open meeting pursuant to state statute.

**Sherwood Forest Crime Prevention and Neighborhood Improvement District
Special Commissioners Meeting
December 17, 2014**

Parcel fee expires December 31, 2023. Hold parcel fee renewal election by December 31, 2021.

The Sherwood Forest Crime Prevention and Neighborhood Improvement District ("District") held its commissioners' meeting at St. Thomas More Church, Coffee Shop, 11441 Goodwood Blvd., Baton Rouge, LA on Thursday, December 4, 2014, at 6:30 p.m.

Prior to the meeting being called to order, The Oath of Office for new board members Douglas Gonzales and Don Hogan was administered by Judge Luke Lavergne.

The meeting was called to order by Chair Gary Patureau.

The following commissioners were present:

Richard Empson
Douglas Gonzales
Don Hogan
John Macus
Gary Patureau
Gary Schaefer
Gary Smith

The Chair declared there was a quorum present.

Guest present were:

Stephen Graham
Judge Luke Lavergne
Crystal Carter
Joel Clement

Agenda (See Attachment 1—1 page)

- Motion to approve the minutes of December 4, 2014, by Gary Schaefer second by Don Hogan. Without objection the motion carried.

The discussion of two motions made by the Sherwood Forest Citizens' Association at their November 20, 2014 meeting was presented by Gary Patureau. The first motion was to limit communication with the attorney to one individual in order to omit duplication in billing. Gary Patureau, current Chair of the Crime District, was selected to be the contact person to convey any request to the attorney. The second motion was to have a specific focus on the security patrols during the hours of 9:00 A.M. thru 3:00 P.M. daily with additional focus during the hours of 9:00 P.M. thru 2:00 A.M. Gary Schaefer restated that a discussion with Officer Poirrier was held and that due to complexity of scheduling both the Shenandoah and Broadmoor Crime Districts did

not choose to micro manage the security patrols. Both crime districts will request heavier patrols if indications are that a particular time or area needs to be more closely watched. Richard reaffirmed that the email sent back to Officer Poirrier by Regina Conrad suggested that the crime district wished to focus patrols during the hours of 9:00 A.M to 3:00 P.M. but the request was not mandated. Gary Patureau will discuss with Officer Poirrier December 19, 2014 as to the patrol hours the board wishes focus on and the actual start date for security patrols. The Crime District tentatively set a start date of the second week of January 2015. Gary Patureau, along with the board, agreed to set a bench mark for security patrols during the focused time frames to be in the 80% range.

Stephen Graham, Vice Chair of the Broadmoor Crime District presented the reasons why Broadmoor hired a management company to handle all aspects of record keeping and bookkeeping duties. Broadmoor's main reasons were because the board could spend more of their valuable time concentrating on more important issues instead of items like minutes, notices, bookkeeping and record keeping. The board still handles oversight duties of all aspects of operation. Stephen Graham spoke of the state requesting that 80 to 85 per cent of the funds collected go to security patrols hours. Upon being questioned by Douglas Gonzales, Stephen Graham said that the percent usage of funds collected was not a statute of the law but just a recommendation.

The management services of Phyllis Perron and Associates, represented by Crystal Carter, presented a contract for the board to review. Contract terms were specified for all services provided along with optional expenses that may be incurred but only if the board would give pre approval. (See Attachment 2—6 pages). The discussion ended after her presentation and the crime district board needs to decide what duties we would wish the management association to perform before they could create a precise dollar figure for the contact. Gary Schaefer expressed his concern that the board had review options for several months and made the decision to use a bookkeeping firm instead of a management company and now we are changing a previous decision made by the board. The decision previously centered on the amount of overhead to running the crime district instead of placing those funds into security patrols. Gary Patureau suggested that after more qualifying information from Phyllis Perron and Associates as to their pricing structure, the board would make a final decision in the month of January 2015.

The board began discussion of D & O Insurance as it related to public officials. Gary Patureau presented a policy quote from Travelers Insurance for coverage of \$1,000,000.00 at an annual premium of \$1,228.00. (See Attachment 3—6 pages). The board will review and place on the agenda for discussion at the January 8, 2015 meeting. Gary Schaefer presented additional policies quote from Professional Governmental Underwriters, Inc. for D & O insurance. (See Attachment 4—9 pages). Gary Patureau will discuss the contents of all policies with a non partisan third party to be sure all policies do concur with our needs.

Gary Schaefer gave an update on the installation of the security patrol box at the Sharpstown location. The company manufacturing the product notified him that there was a delay and that the box would not be shipped out until January 2015. Gary Schaefer will install the patrol box upon its arrival and provide the locking mechanism combination to the board's patrol liaison and the security patrol officers.

The opinion as to whether the crime district can maintain areas with public funds for property owned by homeowner associations or citizens' groups was directed to have the Attorney General site his opinion on the issue. Chairman Gary Patureau agreed to follow through with this issue and inform the board of his findings at the January 8, 2015 meeting.

Motion by Gary Patureau that since the bylaws require two signatures on checks, that the board members placed on the signatory card at the bank will be the Chair, Vice Chair, Treasurer, and Secretary. These people will present themselves to the bank when the account is opened. The signatory card will represent the boards position not the person since individuals elected to these positions will change over time.

The board decided that the budget to be published for 2015 would be the one we now have and the amounts listed would be of the higher figures. (See Attachment 5—1 page). Revisions as needed would begin taking place starting with the January 8, 2015 meeting.

Items still open for discussion at the next board meeting:

- Decision on using a Management Company or Bookkeeper
 - D & O Insurance
 - 2015 Budget Revisions
 - Attorney Generals Opinion on use of public funds on public owned properties or those properties owned by citizens associations.
-
- Motion to adjourn by Gary Schaefer second by Gary Smith. Without objection the motion carried.

Adjourned at 9:05 P.M.

Let the records show that Vice Chair Gary Schaefer turned in his letter of resignation effective December 17, 2014.

Respectively submitted:

Richard Empson, Secretary

Approved Date

**ASSOCIATION MANAGEMENT CONTRACT
BETWEEN ASSOCIATION MANAGEMENT SERVICES,
A DIVISION OF PHYLLIS PERRON AND ASSOCIATES
AND THE SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT**

This contract is made this _____ day of _____, 2014, by and between the Sherwood Forest Crime Prevention and Neighborhood Improvement District, an political subdivision of the state of Louisiana, appearing herein through its undersigned officer, duly authorized, (hereinafter Client) and Association Management Services, A Division of Phyllis Perron and Associates, a Louisiana Corporation having its principal office in Baton Rouge, Louisiana, appearing herein through its undersigned officer, duly authorized (herein AMS), to-wit:

WHEREAS, Client acts to represent its members in the promotion of their business interests; and

WHEREAS, Client desires that AMS provide various management services to it, and assist it in achieving its goals and objectives, which AMS is willing to do; and

WHEREAS, the parties desire to enter into a contractual relationship to provide for the respective rights and obligations of the parties in their dealings with each other;

NOW THEREFORE, in consideration of the mutual promises of the parties and mutual benefits to be derived here from, the parties hereby agree as follows:

1. AMS agrees to provide to Client the services described on Exhibit "A" attached hereto and made a part thereof. AMS agrees to promptly and faithfully provide all such services in an efficient and timely manner.

2. The terms of this Agreement shall commence on the ____ day of _____ 201____, unless extended by the parties in writing.

3. For the services to be performed by AMS hereunder, Client agrees to pay to AMS a **management fee of \$500.00** payable in equal monthly installments on the 1st of each month over the term hereof. The first installment is paid upon the execution hereof and AMS acknowledges receipt. The fee shall cover the costs of staff, overhead, rent, equipment and payroll of AMS in performance of its duties hereunder. It shall not include the costs of any annual audit, handling of tax returns or related matters. AMS will also be reimbursed for expenses as hereinafter provided. Special provisions relating to compensation, if any, are set forth on Exhibit "A".

A late fee of 10% will be charged for any outstanding balance due after the said due date with a grace period of 10 days. After 30 days of the said due date a late fee of 15% will be charged for any outstanding balance due. After 60 days a late fee of 20% will be charged for any outstanding balance due.

4. Office space for Client, if needed, will be provided by AMS at its office in Baton Rouge, Louisiana, as presently or hereinafter located.

5. The Client and AMS each reserve the right to terminate their obligations in the event of non-performance under the terms of this Agreement, provided either party shall give written notice that it considers the other party in default, and if such default should continue for a period of more than sixty (60) days, then the Agreement may be terminated by either party giving sixty (60) days written notice of its intent to terminate; Client agrees to reimburse all expenses incurred by AMS on Client's behalf and compensate AMS for any commitments made on Client's behalf under the terms of this Agreement performance of which extends beyond the date of termination. In the event of termination, AMS is also entitled to the equivalent of three months installments of the annual management fee or the actual remainder of such monthly fees owing under the contract until its termination, whichever is less, as severance fees.

6. The management of the Client's financial records shall follow generally accepted accounting procedures and practices approved by the Client's Board of Directors.

7. AMS shall be responsible for the hiring and discharge of all employees and contractors assigned to Client. The Client binds itself and agrees not to employ any AMS employee upon termination of this contract for a period of two (2) years without gaining consent from AMS in writing. Upon a breach of any of the provisions of this paragraph, Client shall be subject to injunctive relief and further shall be obligated to pay liquidated damages to AMS in an amount equal to two (2) times the annual salary of any employee who is employed by Client.

8. This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, successors, and assigns.

9. In the event any dispute arises between the parties, which necessitate retaining the services of attorneys, the non-prevailing party agrees to pay the reasonable attorney fees of the prevailing party.

10. This Agreement is considered separable and any provisions thereof, which are declared invalid, void or otherwise ineffective, shall not affect the remainder of said Contract, and the remainder of said Contract shall continue in full force and effect.

11. This instrument and Exhibit "A" contain the entire Agreement of the parties. It may not be changed orally, but only by an Agreement in writing signed by the party against whom enforcement of any waiver, change, modification, extension, or discharge is sought.

12. The Agreement shall be governed by the Laws of Louisiana.

13. The term of this agreement shall commence _____ and end on _____, provided, however, that the parties agree that this Agreement shall continue in full force and effect unless terminated by the parties as provided in paragraph 5 hereof or unless one of the parties to this Agreement shall give sixty (60) days written notice of its intent not to renew this Agreement for the ensuing year. AMS and Client will reevaluate the

Client's goals and activities in order to determine adequate services and fees on the anniversary date of the _____.

ATTEST:

ASSOCIATION MANAGEMENT SERVICES,
A DIVISION OF PHYLLIS PERRON AND
ASSOCIATES

Witness

Julie Fuselier, Vice President

ATTEST:

SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT

Witness

Gary Patureau, Chairman of the Board

EXHIBIT A
Management Contract Terms
For
Sherwood Forest Crime Prevention and Neighborhood Improvement District

Necessities Provided:

- A. Office space located at 450 Laurel St., Suite 1400, Baton Rouge, LA 70801.
- B. Conference Room seats 12-16 persons.

I. Services:

Association Management Services, A Division of Phyllis Perron and Associates (hereafter, "AMS") knowledge and expertise in non-profit and business organizations' operations and management is backed by a staff capable of providing a full line of management support services. Contract personnel are occasionally utilized by AMS in performance of these services. AMS will provide the following association management services, among others:

A. Meetings

- 1. Attendance at monthly board meetings as requested
- 2. Prepare agenda and supporting documents as needed for board packet
- 3. Prepare and distribute public notice of board meetings

B. Record Keeping

- 1. Receive and review all records and organize same into permanent and working files
Including:
 - a. Minutes
 - b. IRS Records
 - c. Finances
 - d. Correspondence
- 2. Update and retain working files
- 3. Verify and Assist in Maintenance:
 - a. Annual Reports to IRS
 - b. Incorporation with Secretary of State and annual filings/updates
- 4. Assist CPA as necessary

C. Financial

- 1. Assist in development of budget
- 2. Maintain and balance checking/savings accounts
- 3. Manage all financial activities - accounts payable/accounts receivable
- 4. Provide monthly financial statements to Client Board

D. Public Image/Communications

- 1. Maintain contact with other organizations, public agencies on behalf of Client, as directed by the Board of Directors, to the extent the budget allows

2. Press releases as needed
3. Provide Security alerts to list serve and other notices via
4. Coordinate and publish newsletter (2/year)

E. Website

Maintenance of Client website as directed by the Board

F. Miscellaneous

1. Prepare RFP's and Bids when required by law;
2. Work with the contract attorney to make sure the commissioners comply with the public records law, state purchasing code, etc.;
3. Coordinate with the Legislative Fiscal Office to make sure District is in compliance of their fiscal rules and regulations, including submittal of financial documents for their audit;
4. Secure General Liability and D&O insurance coverage

II. In order for AMS to promptly and faithfully provide all such services in an efficient and timely manner, Client agrees to provide the following materials or services to AMS:

- A. Designation of person to whom AMS reports and from whom AMS takes direction and a second contact in case the first is unavailable
- B. Timely response from officers regarding communications with management team

DIRECT AND PRO RATA EXPENSES:

A. Direct Expenses include, but are not limited to, the following:

1. Printing
2. Photostat and laser copies @ \$.15 each; over 500 per month reduction to \$.10 each
3. Stationery, business cards, etc.
4. Postage + 10%
5. Literary materials, etc.
6. Audit, CPA and legal fees
7. I-Contact/Constant Contact or equivalent email distribution subscription or equivalent voice, text email service

B. Pro Rata Expenses may include, but are not limited to, the following and all subject to prior approval by Client:

1. Office service - maintenance contracts if Crime District deems necessary
2. Miscellaneous office supplies

OPTIONAL EXPENSES:

- A. Extraordinary time for additional activities not included in the contract: executive director: \$200.00/hour, management, assistant executive: \$125.00/hour; association assistant: \$75.00/hour; typesetting: \$35.00/hour; bookkeeping: 35.00/hour; clerical time at \$30.00/hour;
- B. Additional publications to be negotiated.
- C. AMS's time for meetings on weekends or holidays, other than the scheduled Board Meetings and meetings at noted in Section I - A at \$250.00/hour
- D. Research - negotiable
- E. Policy manual - \$1000.00
- F. Special activities as directed by the Board or Executive Committee.
- G. Miscellaneous supplies or activities as directed by the Executive Committee or Board.
- H. Staff attendance at additional meetings specified in Section I - A, Meetings.
- I. Computer software at request of client - price of software + installation fee at \$85.00/hour.
- J. Internet updates/postings – beyond regular scope of responsibilities - \$100.00/hour

Sherwood Forest Crime Prevention and Neighborhood Improvement District

RESOLUTION

The Board of Directors of the **Sherwood Forest Crime Prevention and Neighborhood Improvement District** (hereafter referred to as the "District") does hereby approve the authority of Gary Patureau, President; Gary Smith, Treasurer; and Richard Empson, Secretary to conduct business on behalf of the Association.

The signatures of two shall be required to:

- Open and close bank accounts to include checking and savings Accounts at Capitol One Bank.
- Signatory on checking and savings accounts and on any bank transaction that requires a signature on behalf of the Association

The Board of Directors of the District does hereby approve the authority of Julie Fuselier to have access to account information and make inquiries with the bank on the bank accounts of the District.

This Resolution shall remain in force from January 8, 2015 through

_____.

Date Approved

Gary Patereau, 2015 President

Richard Empson, Secretary



Wrap⁺

for Non-Profit Organizations

Linnette F Nolan
3900 N. Causeway Blvd
METAIRIE, LA 70002
Phone: (504) 832-7489
Fax: (504) 832-7493
Email: LFNOLAN@travelers.com

December 22, 2014

Deborah Ourso
TYNER JETER INS AGCY LLC
5139 BLUEBONNET BLVD
BATON ROUGE, LA 70809

RE: Insured Name: Sherwood Forest Crime Prevention & Neighborhood Improvement District
P. O. Box 41760
BATON ROUGE, LA 70835
Expiring Policy Number: N/A
Policy Period: December 17, 2014 to December 17, 2015

Dear Deborah Ourso:

On behalf of **Travelers Casualty and Surety Company of America** we are pleased to provide the attached proposal of insurance for your review.

The quotes contained in this document are valid for 30 days, and are subject to the provision of, and Travelers' review and acceptance of, the required underwriting information noted in the Contingencies section. Travelers reserves the right to change the quotes in this document, or to refuse to bind coverage entirely, based on review of the required underwriting information or based on adverse change in the risk(s) to be insured prior to the quote expiration date noted in this document.

Travelers is pleased to offer Risk Management PLUS+ Online[®], the industry's most comprehensive program for mitigating your management liability exposures, which is available to you at no additional cost. Please visit www.rmplusonline.com to view the services that are available. If you have additional questions about the site please contact your Underwriter.

You can trust Travelers to be there when you need us, and we have financial strength you can depend on. We're a Fortune 100 company with more than 150 years of insurance experience. Over the years we've consistently earned high ratings for financial strength and claims-paying ability from independent rating services including A.M. Best, Moody's, and Standard and Poor's.

Thank you for considering Travelers for your client's insurance coverages. We look forward to discussing this opportunity with you.

Sincerely,

Linnette F Nolan
Travelers Bond & Financial Products

Travelers Casualty and Surety Company of America
QUOTE OPTION #1

LIABILITY COVERAGES:

Coverage	Limit	Additional Defense Limit	Retention	Continuity Date	Prior & Pending Proceeding Date
Non-Profit D&O	\$1,000,000	N/A	\$0 (A) \$2,500 (B) \$2,500 (C)	Inception	Inception

TOTAL ANNUAL PREMIUM - \$895.00

(Other term options listed below, if available)

COVERAGE DETAILS:

Supplemental Personal Indemnification Coverage: N/A

for all Non-Profit Organization Directors and Officers Liability Claims

LIMIT DETAIL:

Shared Additional Defense Limit of Liability: N/A

EXTENDED REPORTING PERIOD AND RUN-OFF:

Extended Reporting Period for Liability Coverages:

Additional Premium Percentage: 75%
Additional Months: 12

Run-Off Extended Reporting Period for Liability Coverages:

Additional Premium Percentage: N/A
Additional Months: N/A

CLAIM DEFENSE FOR ASSOCIATION MANAGEMENT LIABILITY COVERAGE, LIABILITY COVERAGES AND/OR CYBER COVERAGE:

Duty to Defend

ANNUAL REINSTATEMENT:

Liability Coverage Limit of Liability: Applicable

PREMIUM DETAIL:

Term	Payment Type	Premium	Taxes	Surcharges	Total Premium	Total Term Premium
1 Year	Prepaid	\$895.00	\$0.00	\$0.00	\$895.00	\$895.00

POLICY FORMS APPLICABLE TO QUOTE OPTION # 1:

NDO-2001-0109 Non Profit Organization Directors and Officers Liability Declarations Page
NDO-3001-0109 Non Profit Organization Directors and Officers Liability Policy

ENDORSEMENTS APPLICABLE TO QUOTE OPTION # 1:

ACF-7004-0110 Cap on Losses From Certified Acts of Terrorism Endorsement
ACF-7006-0511 Removal of Short-Rate Cancellation Endorsement
LIA-3001-0109 Liability Coverage Terms and Conditions
LIA-4010-0109 Louisiana Changes Endorsement
LIA-5018-1107 Louisiana Cancellation and Nonrenewal Endorsement

LIA-7009-0109
LIA-7115-0911
NDO-4009-0109
NDO-7003-0109

Professional E&O Exclusion Endorsement
Amend Definition of Subsidiary Endorsement
Louisiana Changes Endorsement
Absolute Bodily Injury Exclusion Endorsement

CONTINGENCIES APPLICABLE TO QUOTE OPTION # 1:

This quote is contingent on the acceptable underwriting review of the following information prior to the quote expiration date.

None

COMMISSION: 12.50%

QUOTE NOTES:

NOTICES:

It is the agent's or broker's responsibility to comply with any applicable laws regarding disclosure to the policyholder of commission or other compensation we pay, if any, in connection with this policy or program.

Important Notice Regarding Compensation Disclosure

For information about how Travelers compensates independent agents, brokers, or other insurance producers, please visit this website: http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to us at Travelers, Enterprise Development, One Tower Square, Hartford, CT 06183.

Coverage Disclaimer:

THIS QUOTE DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OR COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.

THE PRECEDING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS QUOTE. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS QUOTE HAVE NOT BEEN AGREED TO BY TRAVELERS. PLEASE REVIEW THIS QUOTE CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TRAVELERS REPRESENTATIVE.



**IMPORTANT NOTICE TO AGENTS OR BROKERS -
NOTIFICATION REQUIREMENTS UNDER THE
TERRORISM RISK INSURANCE ACT OF 2002**

Dear Agent or Broker:

In order that Travelers may fulfill its requirements under the Terrorism Risk Insurance Act of 2002, as amended, and to protect you from any errors or omissions exposure, it is important that the attached "Disclosure Notice - Terrorism Risk Insurance Act of 2002" (LTR-4013 Ed. 1-09) is delivered with the new or renewal quote for this account.

Delivery may be accomplished in a variety of ways, including U.S. Mail, express mail, fax, or in person.

We appreciate your cooperation.

Sincerely,

The Travelers Companies, Inc.

DISCLOSURE NOTICE - TERRORISM RISK INSURANCE ACT OF 2002

On December 26, 2007, the President of the United States signed into law amendments to the Terrorism Risk Insurance Act of 2002 (the "Act"), which, among other things, extend the Act and expand its scope. The Act establishes a program under which the Federal Government may partially reimburse "Insured Losses" (as defined in the Act) caused by "acts of terrorism". An "act of terrorism" is defined in Section 102(l) of the Act to mean any act that is certified by the Secretary of the Treasury - in concurrence with the Secretary of State and the Attorney General of the United States - to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States Mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

The Federal Government's share of compensation for Insured Losses is 85% of the amount of Insured Losses in excess of each Insurer's statutorily established deductible, subject to the "Program Trigger", (as defined in the Act). In no event, however, will the Federal Government or any Insurer be required to pay any portion of the amount of aggregate Insured Losses occurring in any one year that exceeds \$100,000,000,000, provided that such Insurer has met its deductible. If aggregate Insured Losses exceed \$100,000,000,000 in any one year, your coverage may therefore be reduced.

Please note that no separate additional premium charge has been made for the terrorism coverage required by the Act. The premium charge that is allocable to such coverage is inseparable from and imbedded in your overall premium, and does not include any charge for the portion of losses covered by the Federal Government under the Act. The charge is no more than one percent of your premium.

**Sherwood Forest Crime Prevention Neighborhood Improvement District
Budget 2015**

Account	January	February	March	April	May	June	July	August	September	October	November	December	Totals	YTD Total Budget	YTD Total Actual	Difference (Bud-Act)
Estimated Revenue*	\$172,125.00	\$24,300.00	\$607.00	\$608.00	\$607.00	\$808.00	\$607.00	\$608.00	\$607.00	\$608.00	\$607.00	\$608.00	\$202,500.00	\$172,125.00	\$172,125.00	\$0.00
Collection Fees																
EBR Assessor tax roll fee (C1)	\$2,942.00												\$2,942.00	\$2,942.00	\$2,942.00	\$0.00
EBR Sheriff's Office (C2)	\$2,025.00												\$2,025.00	\$2,025.00	\$2,025.00	\$0.00
Administrative																
Office Rent (A1)													\$0.00	\$0.00	\$0.00	\$0.00
Office Equipment (A2)													\$0.00	\$0.00	\$0.00	\$0.00
Office Furniture (A3)													\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies (A4)													\$0.00	\$0.00	\$0.00	\$0.00
Office Security System (A5)													\$0.00	\$0.00	\$0.00	\$0.00
Insurance D & Opub. off. liab. (A6)	\$4,000.00												\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
Insurance Property & CGL (A7)	\$750.00												\$750.00	\$750.00	\$750.00	\$0.00
Insurance Deductible (A8)	\$1,500.00												\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
Accounting Bookkeeping (A9)	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
Accounting Audit (A10)													\$2,400.00	\$2,400.00	\$2,400.00	\$0.00
Web Page Maint. (A11)	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$300.00	\$300.00	\$300.00	\$0.00
Bank Fees (A12)	\$300.00												\$300.00	\$300.00	\$300.00	\$0.00
Secretary of State (A13)	\$10.00												\$10.00	\$10.00	\$10.00	\$0.00
Postage (A14)	\$41.00	\$42.00	\$41.00	\$42.00	\$41.00	\$42.00	\$41.00	\$42.00	\$41.00	\$42.00	\$41.00	\$44.00	\$500.00	\$41.00	\$41.00	\$0.00
Election** (A15)	\$12,782.15	\$12,782.15											\$12,782.15	\$0.00	\$0.00	\$0.00
Utilities																
Electric (U1)													\$0.00	\$0.00	\$0.00	\$0.00
Cell Phones Patrol (U2)	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$1,920.00	\$1,920.00	\$1,920.00	\$0.00
Cox (U3)													\$0.00	\$0.00	\$0.00	\$0.00
Improvements																
Landscaping (I1)	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$1,166.67	\$14,000.00	\$1,166.67	\$1,166.67	\$0.00
Decorations (I2)				\$1,500.00						\$1,500.00			\$3,000.00	\$0.00	\$0.00	\$0.00
Signs Entrance Maint. (I3)				\$2,500.00						\$2,500.00			\$5,000.00	\$0.00	\$0.00	\$0.00
Signs Crime Dist. (I4)													\$3,110.80	\$0.00	\$0.00	\$0.00
Water Landscaping (I5)	\$83.00	\$83.00	\$83.00	\$83.00	\$83.00	\$83.00	\$83.00	\$87.00	\$83.00	\$83.00	\$83.00	\$83.00	\$1,000.00	\$83.00	\$83.00	\$0.00
Legal																
Legal Counsel (L1)	\$424.00	\$416.00	\$416.00	\$416.00	\$416.00	\$416.00	\$416.00	\$416.00	\$416.00	\$416.00	\$416.00	\$416.00	\$5,000.00	\$424.00	\$424.00	\$0.00
Deed Restrictions (L2)	\$208.00	\$208.00	\$208.00	\$208.00	\$208.00	\$208.00	\$208.00	\$208.00	\$208.00	\$208.00	\$208.00	\$208.00	\$2,500.00	\$208.00	\$208.00	\$0.00
Advertising (L3)	\$250.00						\$250.00						\$500.00	\$250.00	\$250.00	\$0.00
Other (L4)													\$500.00	\$0.00	\$0.00	\$0.00
Crime Prevention																
Patrols*** (P1)	\$7,560.00	\$7,560.00	\$7,560.00	\$7,560.00	\$7,560.00	\$7,560.00	\$10,200.00	\$10,200.00	\$7,560.00	\$7,560.00	\$10,200.00	\$10,200.00	\$103,920.00	\$7,560.00	\$7,560.00	\$0.00
Patrol Coordinator (P2)	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$520.00	\$6,240.00	\$520.00	\$520.00	\$0.00
Communication System*** (P3)	\$2,000.00												\$2,000.00	\$0.00	\$0.00	\$0.00
Contingency																
Totals	\$22,171.67	\$28,300.62	\$10,650.67	\$14,397.67	\$10,396.67	\$13,037.67	\$13,286.67	\$13,041.67	\$10,396.67	\$14,847.67	\$13,036.67	\$14,839.67	\$178,203.95	\$22,171.67	\$22,171.67	\$0.00
Net Income/Loss	\$149,953.33	-\$4,000.62	-\$10,043.67	-\$13,789.67	-\$9,789.67	-\$12,429.67	-\$12,879.67	-\$12,433.67	-\$9,789.67	-\$14,039.67	-\$12,429.67	-\$14,231.67	\$24,296.05	\$149,953.33	\$149,953.33	\$0.00
Cash Flow/Balance EOM			\$135,909.05	\$122,119.38	\$112,329.72	\$99,900.05	\$87,220.38	\$74,786.72	\$64,987.05	\$50,957.38	\$38,527.72	\$24,296.05				
*Estimate 85% in Jan 12% Feb. balance remainder of year																
**Budget for Election in 2021 \$2,600 per year																
***\$30/hr. 10/hr weekday except Jun-Aug & Nov-Dec 12/hr weekend (30*10*28*5)+(30*12*24*5)+(30*6*52*2)																
****Estimated \$1,525 per year																

**SHERWOOD FOREST CRIME PREVENTION AND
NEIGHBORHOOD IMPROVEMENT DISTRICT**

2015 BUDGET

(revised 12/6/2014 after 12/4/2014 meeting)

REVENUES

parcel fees \$202,500.00 \$225,000 parcel fees x 90%

Total Revenues \$202,500.00

EXPENSES

Collection Fees

EBR Assessor tax roll fee \$2,942.00 \$1.00 per parcel x 2,942 parcels
EBR Sheriff's Office tax collection commission \$2,025.00 1.0% of amount collected

Total Collection Fees \$4,967.00

Administrative

office rent and utilities \$0.00 removed
office equipment - info. tech. \$0.00 removed
office furniture \$0.00 removed
office supplies \$0.00 removed
office security system \$0.00 removed
insurance - directors & officers/pub. off. liability \$4,000.00 per Fourrier agency estimate
insurance - personal property and liability (CGL) \$750.00 per Gary P.
insurance - deductible-D&O/P.O. liability & per. prop. \$1,500.00 \$1,000 liability and \$500 personal property
accounting services - bookkeeping \$2,400.00 Silvio estimate - \$200/month
accounting services - required review \$1,800.00 per Regina's Wm. Mercer estimate
cell phone - patrol officers \$1,920.00 4 lines \$160/month does not include insurance
web page maintenance \$504.00 \$42/month
bank fees \$300.00 check stock
Secretary of State \$10.00
mailing, postage, etc. \$500.00
election \$12,782.15

Total Administrative \$26,466.15

Improvement

beautification - plantings \$14,000.00 removed Sharpstowne, increased \$12,000 estimate to \$14,000
beautification - decorations, other \$3,000.00 seasonal banners
signs - neighborhood entrance (maintenance) \$5,000.00
signs - crime district entrance (installation) \$3,110.80 \$153.20 x 19 signs + \$200 utility marking
utilities - water \$1,000.00

Total Improvement \$26,110.80

Legal

general - contract review, RFP counsel, etc. \$5,000.00
deed restrictions \$2,500.00
advertising - RFPs, meetings, etc. \$500.00
other \$500.00

Total Legal \$8,500.00

Crime Prevention

police - sheriff patrol \$103,920.00 \$30/hr; 10 hr/weekday exc. Jun-Aug & Nov-Dec 12 hr/weekday & 5 hr/weekend days
patrol coordinator \$6,240.00 \$30/hour; 4 hours/week
security cameras (2-way), plate reader, monitoring \$0.00 no cameras Year 1; estimated \$9,200 each
communication system \$2,000.00 per Gary Sch.'s estimates (up to \$9,000 year 1)

Total Crime Prevention \$112,160.00

Total Expenses \$178,203.95

Surplus/(Deficit) \$24,296.05
