

**Howell Park Condominium Association  
Board of Directors Meeting Minutes  
March 3, 2026**

**Call the meeting to order**

Denise Chavez called the meeting to order at 10:30 am

Attendees: Len Kisner, Mary Estes, David Townsend, Sarah Supnick, Denise Chavez, Chris Kelly, Carlos del Castillo, Gary Supnick, Jennifer Stutts, Craig Waterstraat, Stephanie Amberg, Helen Reader, Andrea Graham, Don Conaty

**Approval of January 5, 2026, Board meeting minutes**

Denise asked for a motion to approve the January 5, 2026, meeting minutes. So moved by Sarah Supnick. Seconded by David Townsend. The Board of Directors unanimously approved the minutes.

**President's Comments**

Denise commented that we are looking at various upcoming costs including elevators and related panels, etc. Discussion ensued regarding the need for a true understanding as to the status of the Pool, Roof, and Elevators. A motion was made to secure a separate professional analysis as to the state of the Pool, Roof and Elevators so as to determine the condition and actual life expectancy of these three items. The motion was made by Sarah Supnick and seconded by Carlos del Castillo. Unanimously approved by the Board of Directors.

Denise also mentioned that units are being sold and renovated so some patience will be required. Additionally, the new owners are looking to be on committees.

**Treasurer's Report/ Finance Committee-Craig Waterstratt/Jennifer Stutts**

Craig Watertsratt reported that an upcoming \$8,500 electrical issue will be paid from general repairs. Jennifer Stutts stated that we budgeted \$5,000 per month so this is in line with our run rate.

We do have a \$5,100 challenge due to the weather impacting the mill and resurfacing project and commensurate installation of the gate. The cost is related to the overrun for security transition.

Otherwise, financially we are in pretty good shape at present. Discussion ensued related to the covering that was placed on the roof and does that meet requirements for re-roofing . Hence the earlier motion to have a professional analysis of the roof.

Separate discussion occurred related to when a SIRS report should be conducted (2026 or 2027) so as to allow for potential increase in prices of materials and thus any potential impact to the monthly HOA payment if prices increased substantially.

Jennifer informed the Board that we do have some potential positive variance in insurance which may be to our benefit. Actual figures will be determined when the update occurs.

Discussion ensued related potential impact of expenditures in upcoming years and how best to cover them should they be greater than expected. The idea of low interest loans came up as an option. The board reiterated that its first responsibility is for the safety and financial governance of Howell Park and all decisions would be made with those tenants in mind.

**Building and Facilities Committee - Gary Supnick**

Gary Supnick reported on ongoing projects, particularly regarding patience required from residents as work continues on the gate and asphalt resurfacing. He mentioned that an electrician had recently completed the trenching and installation of conduit for the gate, ensuring that future asphalt work would proceed smoothly without the need to disturb newly laid surfaces. Looking ahead, Gary confirmed that the milling and resurfacing of the asphalt would commence during the week of March 23, 2026. He promised to send out a detailed memo to residents with instructions and key points related to the project, emphasizing communication with residents to address any questions.

Gary stated that need to replace a circuit board called a power panel for the fire alarm system because the old one burned out. We're also exploring the feasibility of switching our fire alarm monitoring from a landline to a cellular system. Cellular offers advantages like over-the-air updates and greater reliability, but we need to consider costs for this potential project.

The upgrade for both buildings is quoted at around \$3,600 for the transition to cellular. The fire department is surprised we haven't made this change yet, as landlines can't keep up with modern technology.

#### **Security Committee - Gary Supnick**

Regarding new Gate security process, Gary mentioned that he is looking at a town hall on Monday before the gate opening around the 23rd to address any concerns and explain how the gate system will function. There will also be written information provided, similar to the previous millinery surface. The same directory system will be in place for guests and other inquiries, and I'm ready to answer any questions.

Gary submitted that a revision of the security manual has been completed and reviewed by Sharika (security site operator) and the security committee. All board members have had a chance to review the manual, and Chris currently has it. The goal is to have the manual ready for distribution before the installation week, during which there will be a night shift in place for assistance.

It was discussed that building facilities personnel could assist with questions during the installation week, alongside the security guards present. It was noted that the manual is detailed and self-explanatory, with corrections made for punctuation and spelling.

A question was raised regarding the responsibilities assigned to owners/committee members, emphasizing the importance of training for those with specific responsibilities outlined in the manual. A training session will be organized for board and security committee members, along with a "cheat sheet" for quick reference during emergencies.

There was a request for the revised version to be shared for review before voting but it was confirmed that all comments had been incorporated.

The motion to accept the revised security manual was put forward by Sarah Supnick and seconded by Carlos del Castillo. The board voted unanimously in favor of accepting the revisions.

#### **Landscape Committee-Sarah Supnick**

We are making progress with new plants being added, although there are still some supply issues impacting availability. Once these matters are resolved, we will assess our budget for additional improvements. Over the weekend, we created a new visual board indicating completed projects for the year, along with a second board showcasing future plans and visual aids to help everyone better understand the proposals. Regarding the tree stump in front, it will either be removed or managed by Elvis, and while the visible portion will be addressed, we may not dig out the roots but will try to plant around it.

#### **Real Estate Committee-Evelyn Bowles submitted/Denise Chavez presented**

Evelyn Bowles was unable to present the real estate report, so Demaris Cannon and I stepped in. Since our last report in September, we are pleased to announce that our committee has interviewed two new buyers. Steven Hand and Jeffrey Bules have purchased unit 201A, which was formerly Barbara McGowan's unit, and they have already moved in. Additionally, Jeffrey Simon and Andrea Graham have acquired unit 303A, previously owned by Dr. Brannan. Our records indicate that unit 601A, belonging to Olivia Curtis, remains listed. Other units not actively listed but potentially available include 902 Cromwell's Estate, 301B, and 504A, which belongs to Lee Carden, Gerhardt, and Blanton. If anyone is interested in these units, they should contact Lee Carden directly. While Lee Carden is not actively selling the two units, they are available for potential buyers.

Olivia Curtis's unit was facing challenges due to an open permit related to a tub removal that wasn't properly permitted, leading to a hold-up. Kohler House has taken over the permit and is in the process of resolving the

issue. They have potential buyers interested in the unit, but they prefer a shower instead of a tub, which is part of the ongoing discussions regarding the necessary permits.

**Social Committee - Stephanie Townsend**

In January, the special committee held its first meeting to discuss various social events, focusing on the traditional spring and fall food events at the park. Ideas shared included a Kentucky Derby Party, a summer grilling event to celebrate the 20th anniversary of the country, and a Tampa history lecture series to be presented by the longtime Howell Park residents. This is proposed by Carlos in conjunction with Len Kizner. The committee aims to offer diverse activities to cater to residents' varying interests. Stephanie addressed budget concerns, noting that last year's supplies were covered by a miscellaneous budget and that they were creatively sourcing materials from discount stores. They plan to request a budget for the following year. The committee also planned a social hour on March 25, where attendees will bring and share their culinary favorites. Kathlee Bryan will coordinate food contributions to avoid duplicates, and it's important that anyone wishing to contribute contact her directly to streamline the process.

**Decorating committee - Helen Reader/Elizabeth Kurz**

Helen provided an update on decorating plans, noting that Elizabeth Kurz is co-chairing the committee in her absence. They plan to organize a meeting later in the month to discuss ideas and allocate their budget of \$1,000. While they have a few potential concepts in mind, they will seek input from committee members. Additionally, Helen offered assistance to Stephanie Amberg regarding the upcoming social event. Shifting focus, she expressed enthusiasm about the ongoing projects, emphasizing the excitement surrounding the changes taking place. Helen highlighted the importance of addressing existing issues, such as drainage problems with the curbing, which has led to varying water content levels and structural concerns. She believes the community is eager for improvements and is not content with the status quo, encouraging collaboration and innovation to enhance the area for everyone.

A question was asked regarding status of pool furniture. Sarah Supnick replied that it was scheduled to arrive from 8 to 12 weeks after the late January payment. March/ April timeframe.

**Sunshine and Condolences Committee - Pat Calafell**

No report

**Old Business**

Nothing additional

**New Business**

Nothing to report

Denise Chavez asked for a motion to adjourn. Motion made by Len Kizner and seconded by David Townsend. Meeting adjourned at 11:49 am

Minutes provided by Secretary-Carlos del Castillo