

**HOWELL PARK CONDOMINIUM ASSOCIATION  
2401-7 ARDSON PLACE ~ Corner Bayshore Boulevard  
Tampa, FL 33629**

**Howell Park 2026 Budget Adoption and Annual Members Meeting Minutes**

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**DATE: December 15, 2025**

**TIME: 6:30pm**

**LOCATION: Gazabo**

**BUDGET ADOPTION APPROVAL AGENDA**

**Call to Order**

Denise Chavez called the Budget Approval meeting to order at 6:30 PM

**Appoint Chairperson for the meeting**

Jennifer Stutts was appointed Chairperson of the meeting.

Jennifer reminded all present as to the reason why Denise, as the board president, is turning over the meeting to her. It is because it's customary that the finance chair conducts the meeting.

Additionally, Denise's position on the board is up for reelection. She clarified that this is not a board meeting. This is a membership meeting. Thus, when a motion is made, it cannot be made by a board member. The motion from here on out must be made by one of the members.

**Certify Quorum of the Board and Membership**

Chris Kelly was asked to certify the quorum of the Board and membership. Chris stated that we had a quorum as pertains to both.

**Proof of Notice of Meeting**

Chris Kelly verified that this requirement had been met.

**Open Forum**

No discussion

**Board Approval of 2026 Annual Budget**

Denise asked for a motion to approve the budget as submitted. Motion made and seconded. The Board then voted unanimously to approve the 2026 budget.

Jennifer adjourned the Meeting at 6:43 PM

**ANNUAL MEMBERSHIP MEETING AGENDA**

**Call to Order**

Jenn Stutts continued as the appointed Chairperson, officially calling the Annual Members meeting to order at 6:44 PM.

**Proof of Notice of the meeting**

Jennifer Stutts asked Chris Kelly for Proof of notice of the meeting. Chris replied in the affirmative.

**Certifying of Proxies and Establishing Quorum**

Chris Kelly indicated we had 32, in person and in proxy. Sufficient for a quorum.

### **Read or Waive minutes of Last Members meeting**

Jennifer Stutts asked the membership for the approval of last year's membership meeting minutes. She asked if there were any additions or subtractions to last year's minutes. Hearing none, she asked for a motion to approve them as written. Motion made and seconded. The minutes were approved with no nay votes noted. The Motion carried.

### **Election of Directors**

Jennifer Stutts noted that there are four open seats on the board and five candidates. Those candidates are Denise Chavez, Len Kisner, Craig Waterstrat, Sarah Supnick, and Chris Mangiaracina.

### **Candidates have read and agree to abide by the Association Documents**

Jennifer Stutts asked all five candidates to confirm that they have read and agreed to abide by the Condominium Association Documents of Howell Park. All five candidates replied in the affirmative.

### **Selection of Four (4) Non-Candidate members to count ballots**

There was then a selection of four members of the membership to count the ballots. The four members selected were Pat Callahan, Evelyn Bowles, Jan Dees, and Chris Kelly.

### **Motion to close Ballot Box**

Jennifer Stutts then asked for a motion to close the ballot box. Anne Bowles so moved and the motion was seconded by Stephanie Townsend.

## **REPORTS OF OFFICERS AND COMMITTEE**

### **Building and Facilities Committee**

Committee Chairman, Gary Supnick, presented ongoing projects related to building and facilities. Starting tomorrow, work will begin to uncover and address the crumbling asphalt in the parking lot behind 2407. This investigation will determine the cause of the issues before proceeding with asphalt milling and resurfacing, which is expected to take place in early February. The project will be executed in phases, with a clear communication plan to keep everyone informed about vehicle relocations and progress as work moves from the back to the front of the lot.

The next major project after the current one will be the gate modifications, scheduled for execution at the end of February. This project involves two companies: a fence company and an electronics security system company. They are currently preparing the necessary drawings for the city to obtain final permits.

We have ongoing elevator issues in unit 2401. The elevator company was supposed to come last week but did not show up. We followed up today, and they will be coming out soon. The elevator doesn't always settle correctly on the floor, and there's an additional issue with the rope braking system, for which we have already ordered the part. It's safe for now, but it's necessary to replace it to ensure continued safety. The funds have been set aside in the recently approved budget for this replacement. Additionally, when the elevator team arrives, they will address the issue in unit 2403 making two runs every time it gets emptied.

In February, there will be both a resurfacing of the parking lot and modifications to the gate. The sequencing plan is to complete the parking lot resurfacing first, ensuring a cleaner and more direct project. Before the final layer of the surface is applied, some piping for wiring will be installed underneath to prevent future digging. After the parking lot work is finished, the gate project will begin.

### **Security Committee**

Committee Chairman, Gary Supnick, provided a security update as follows:

- Current Status: Procedures are being refined based on owner input.
- Contract Renewal: The current contract is being renewed with 3 shifts scheduled for January and February. In March, shifts will reduce to 2 once the gate modification is complete.
- Handover Process: There will be a handover period when the gate modification is implemented. Guards will be present for approximately one week to assist during the transition and address any procedural issues that arise.
- Emergency Preparedness: Rehearsals with emergency services will occur to ensure smooth operation before fully transitioning to the new process.

**\*\*Key Dates:\*\***

- **\*\*January - February:\*\*** 3 shifts
- **\*\*March:\*\*** Transition to 2 shifts after gate modification completion.

### **Finance Committee**

Jennifer Stutts expressed gratitude for the hard work of all involved in the budget process. She emphasized the importance of budget control for everyone involved and proudly announced that the monthly maintenance fee would not see any increase in 2026 as she was holding true to her word. This decision was a result of collaborative efforts, with special recognition given to Gary Supnick, for his role in documenting cost savings associated with the third shift, which positively impacted the budget. Jennifer noted that the budget remains tight for the coming year however she reassured everyone that dues would stay flat unless any unforeseen circumstances arise. Reflecting on last year's experience, the chair mentioned that they ended up in a positive position despite the tight budget.

Some brief discussion regarding Monte Carlo Towers being assessed a large assessment. Possibly in the range of \$35-40, 000 and they aren't clear as to why. Denise Chavez reiterated that we have a very transparent board at Howell Park. Jennifer commented that up and down Bayshore Boulevard, there are special assessments in all these condominiums due to this new law.

There was also brief discussion regarding the elevators. Gary Supnick stated that we need to conduct a new SIRS reports so as to ascertain when each of the four elevators need to be replaced, with attention to electronics, mechanics and new code requirements for cameras, etc. Separately, based on the hard work of the finance committee, we have been able to meet the requirements for the asphalt resurfacing and other projects by properly collecting and allocating the right amount of monies in the reserve and the operational budget. We will work to develop a plan to provide and/or secure funding as necessary for the elevators.

### **Landscape and Decorating Committee**

Committee Chair Sarah Supnick reported that a professional landscape architect was retained to create a hardscape plan for our area. The approval to move on having this plan created is currently awaiting board approval. For the upcoming year, we will only be utilizing the allotted budget without any extra expenditures. Additionally, the decorating committee has been updated with a new budget, and anyone interested can review the planned purchases. Exciting developments are anticipated in the new year, particularly the new pool furniture.

### **Unfinished Business**

None was identified.

## **New Business**

### **A) Open Forum**

No issues were discussed

### **B) Announcement & Seating of the New Board**

The results of the ballots were as follows:

Candidates elected were First Seat, Denise Chavez, Second Seat Len Kizner, Third Seat Sarah Supnick, and Fourth Seat Craig Waterstrat.

### **Adjournment**

Jennifer Stutts asked for a motion to adjourn. The motion was provided by Ann Scott Knight and seconded by Mike Rugers.

Jennifer adjourned the meeting at 6:56 PM

Subsequent to the two Meetings the new board met and selected the officers as follows:

President-Denise Chavez

Vice President- David Townsend

Treasurer- Craig Waterstraat

Secretary- Carlos del Castillo

At the request of the Landscape Committee Chairman, Sarah Supnick, the Board approved the execution of the hardscape design plan for review in 2026.

Minutes provided by Howell Park Secretary-Carlos del Castillo