

**HOWELL PARK CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**2401-2407 S ARDSON PL – CORNER BAYSHORE BOULEVARD, TAMPA, FLORIDA 33629**  
**11:00AM March 19, 2025, • MANAGEMENT OFFICE**

Denise Chavez, Board President Called the meeting to order at 11am

**General discussion regarding:**

- A recent social event was successful, with positive feedback on food and weather.
- A compromise was reached regarding alternating catering and potluck dinners.
- An inclusive board meeting is scheduled for April 23rd, 2025, to discuss generator relocation and other matters; prior research included vendor and contractor meetings. This meeting will include Committee reports.

**Building and Facilities Committee Report**

- Gary Supnick, chairman of the Building and Facilities Committee, addressed the new generator process and decision making. He acknowledged the work of the previous committee, particularly highlighting Mary's contributions as chair.

A subcommittee, led by Carlos del Castillo and including Dave Dees and Len Kizner, reviewed the work proposal submitted. They compiled estimates, evaluated fuel options, and assessed concerns regarding reliability and noise. They also vetted companies and prepared a decision brief on the issue for a building and facilities committee decision and a recommendation to the Finance Committee.

The decision brief, was presented to the finance committee and the board of directors. A recommendation to fund Paramount Power's estimate was made to the finance committee, considering the estimate's pricing, reliability, and installation timeline.

During the meeting, Craig Waterstratt raised a question about building evacuation procedures in the event of storm surges, specifically regarding elevator access.

Gary Supnick stated that Howell Park is located in a Mandatory Evacuation Zone. A mandatory evacuation is ordered in effect due to the potential for a storm surge or winds expected to cause significant damage and potential loss of life. A storm surge of up to 13 feet or higher, which could significantly impact the buildings.

Emergency power and evacuation procedures were discussed, emphasizing the importance of being capable of using the stairs for evacuation when necessary. Elevators can operate automatically or manually during power outages. Generators provide power to elevators during emergencies, such as transformer damage or storms.

During mandatory evacuations, elevators are manually locked on the third or fourth floor at the last possible moment to allow residents to leave and to allow residents to leave and to check the elevator cab from a storm surge. This information is communicated in advance. A late evacuation took place during recent storms, with residents departing until 1:00 PM before the height of the storm.. Notices were placed on doors to keep track of those who had left the premises, ensuring everyone's safety.

Gary plans to implement the "lessons learned" from hurricanes Milton and Helene in a revision of the hurricane procedures appendix of the security manual in order to improve future hurricane preparedness.

**Financial Committee Meeting Synopsis: 2032 Projections**

- The finance committee reviewed upcoming Sears items and projected finances for 2032.
- A potential \$500,000 expense for roof and paint work in 2032 necessitates financial planning.
- Current conservative projections show a potential of an approximately \$44,000 shortfall, leading to consideration of options, e.g., like special assessments down the road.

**Generator Funding Analysis**

- A shortfall of \$54,000 exists in generator funding.
- Available funds total \$252,533, with additional estimated costs including gas hookup (\$16,500) and taxes (\$19,000), plus a 3% cost override.

- The total projected cost is \$297,193, resulting in the \$54,000 shortfall.

### **Generator Financial Options Analysis**

- Three financial options were considered to address a \$54,000 expense.
- Option 1 involved an assessment of owners.
- Options 2 and 3 explored utilizing existing funds and adjusting account balances.

### **Board Meeting Decision: Budget Allocation**

- A budget discussion led to a vote on three options for fund allocation. Option 3, which requires no additional assessment, won the vote.

The decision involves removing \$252,533 from dedicated reserves, along with additional reserve funds, to cover the expenses for the generator installation. This will leave a remaining balance of \$91293.

The generators will utilize natural gas.

Generator relocation and payment processing are currently in progress, with an expected completion date within 12 weeks.

A motion was passed to award the generator contract to Paramount, which has now been selected as the generator provider, and a signed contract is in place.

- A motion was made by Mary Estes to approve previous meeting minutes via a vote. Seconded by Carlos del Castillo, The minutes were approved unanimously.

### **Move in/Move out Form**

The agenda included a report on move-in/move-out compensation platforms.

- A review revealed that many condo associations use documentation to schedule move-ins/move-outs for record-keeping purposes, without associated costs.
- A record-keeping system is in place to monitor ongoing events and potential damages. This system also provides deconfliction of moving trucks, contractor vehicles, etc
- The owner is responsible for overseeing any damage to the property.
- A form was created and revised collaboratively by Chris and others, ensuring its practicality for consistent use.

- Specifics of the form would provide the following Benefits to Howell Park:

- Pre-Renovation Damage Waiver
  - A waiver outlines responsibility for damages during renovations.
  - The waiver addresses potential damage caused by contractors or movers.
  - The document aims to prevent disputes regarding repair costs.
- Condo Renovation Communication Breakdown
  - Issues arise from insufficient communication regarding condo renovations.
  - Rules for contractors are posted but often ignored, leading to problems.
  - Owners sometimes claim ignorance of rules, despite posted information.
- Halting Unscheduled deliveries, condo visits without owner or realtor, contractor visits, etc.
- Shipment halts and restrictions on contractor access are now in effect.
- The authority is being exercised to ensure that the new owner's activities are well scheduled and do not disrupt the well-being of existing residents.
- Coordination measures have been implemented to manage contractor access and enhance security.
- Access is now limited to individuals who are accompanied by a real estate agent, buyer, seller, or owner.
- This measure was put in place due to unauthorized entries, some of which occurred late at night.
- These precautions are for the safety of Howell Park residents and owners who are selling properties.

### **Appreciation Notes**

- Several notes of appreciation were received, expressing gratitude for kindness and sympathy shown during times of loss.
- The notes mentioned, thoughtful expressions of sympathy, and beautiful flowers. Notes were received from the Kelly and Brannon families.

### **Gazebo Community Board Proposal**

- A proposal for a community bulletin board in the gazebo was suggested.
- Concerns were raised about its visibility and accessibility to residents.
- Alternative locations, such as building lobbies, were previously discussed but not implemented.
- Inability to access the lobby is mentioned.
- Discussion about an information display for March, possibly a calendar or bulletin board.
- Alternative suggestion of a discreet information board near the mailboxes was discussed.
- Further consideration to be given to this topic. proposed.

### **Project 2026: Website**

- A website is suggested for 2026, with a committee to be formed for updates.
- This requires further review.

### **Addressing Public on Parking Issues on Ardsen Place Near Security Gate**

- A letter was sent to the board following a security committee meeting regarding parking.
- Interaction with the city is needed to address no-parking issues near the main gate.
- An email with pictures was sent to the city, but there has been no response.
- The discussion involved strategies to engage the city to as to reduce parking outside of main gate.
- Denise Chavez indicated she would contact the City of Tampa as the Board president with this issue.
- Bill Carlson's notification is suggested as a good measure.

- A motion to adjourn the meeting is made and seconded.

11:39am meeting adjourned.

Submitted,

Carlos del Castillo, Board Secretary