

**HOWELL PARK CONDOMINIUM ASSOCIATION  
2401 -2407 S. ARDSON PL  
CORNER OF BAYSHORE BOULEVARD & ARDSON PL.  
TAMPA, FLORIDA 33629**

**BOARD OF DIRECTORS' MEETING  
Minutes of April 23, 2025**

**AGENDA**

**Call Meeting To Order at 10:00am**

**Notice of Meeting**

**Approved March 19, 2025, Board of Directors Meeting Minutes**

**President Report**

A reminder to owners - it is not allowed to remove or add items in the common areas (Entrance Lobby, Gazebo or Pool). Personalization of individual residence lobbies is allowed. If you have concerns or suggestions regarding the aesthetics of these areas, you should attend the appropriate committee meetings where the decisions are made.

We have asked the committees to coordinate a five-year plan to avoid conflicts between different projects. Example planting trees where electrical work is to be done etc. The committees have met and have presented their plans and ideas for review and discussions.

**Treasure Report**

David Townsend deferred to Jennifer Stutts Finance Chair

**Committee Reports**

**Finance Committee - Jennifer Stutts**

The finance committee reminds us that we need to distinguish between needs and wants. That legal and structural necessities are a priority. After covering the essential expenses Howell Park's remaining funds are limited and we must spend wisely. The primary goal is to ensure sufficient financial stability.

There was discussion regarding a yearly report to update current pricing and component conditions for SIRS. Due to fluctuating prices there is uncertainty as to the actual timing of the updating. It was decided to have an annual review of the reporting cycle to determine if a new report is needed. Current legislation suggests a five-year reporting cycle -our next report is in 2027.

Discussion regarding record-keeping for expenditures by committees. There was a suggestion for using Purchase Orders and reimbursement forms to avoid unintentional overspending and budget transparency. The Committee Chair should be among the approvers for purchases within their budget with one other signature - the Manager, President of the Board or the Finance Chair to approve purchases.

**Building & Facilities Committee – Gary Supnick**

**Generators:**

The project for the generators has been approved and is currently under development. The project might involve electrical system upgrades performed by Paramount Power. Power panel hookups and related documentation have been reviewed by electrical engineers. The necessary permits and diagrams have been submitted to the city for approval. The generator placement is confirmed, and the cost estimates are being finalized. There is potential savings of \$10,000.

**Asphalt Reserve Project Update:**

The asphalt mill and resurface and service project timelines were finalized with the financing committee. The Cost estimates range from \$76,00 to \$88,000 aligning with the initial projection.

**Preventive Plumbing Maintenance:**

We need professional assessment to check water valve functionality. Some of the water shut-off valves in multiple units are potentially malfunctioning. Preventative maintenance is recommended to avoid emergency failures. It is recommended to utilize the main water shut-off and implement biannual inspections for preventative maintenance. There are concerns raised regarding 9-hour duty shifts and lack of weekend coverage. There is a need for training on emergency response procedures with a volunteer committee. Discussion about 24/7 availability and roles of guard and fire marshals in emergency situations.

**Five Year Plan for Building and Facilities**

- Coordination of road resurfacing, recreation and electrical work
- Trip hazards, specifically those exceeding a ¼ inch
- Professional assessment of the pool and walkway to determine necessary repairs, potentially avoiding significant cost
- Coordinating with Security regarding gate move

**Security – Gary Supnick**

Security upgrades including new locks for the four building entrances have been approved. A locksmith has been contacted, and installation is pending scheduling.

A formal proposal for relocating the main entrance gate will be presented later this year. The proposal will include the costs and challenges associated with the relocation of the entrance gate. The Security Committee is reviewing the current security system. There are now two cameras monitoring the guard house and walkway into the office and we are exploring locations for additional cameras to improve surveillance.

The Security Committee expects sufficient funds after several months of collecting monthly assessments.

**Revised Hurricane Appendix and Security Manual**

A revised hurricane appendix to the security manual will be published incorporating lessons learned from Hurricanes Helene and Milton. The updates will include information from a Hurricane Preparedness Forum attended by several individuals. An approved support document will be distributed with a cover page superseding the existing manual's version. The distribution allows for review before implementation.

A revised disaster plan incorporates expert advice from restoration companies. A preparedness package will be created for homeowners and their adult children. And please note that county regulations restrict emergency response companies' ability to cross county lines during emergencies. They have to wait for permission to minimize potential danger to them and their vehicles.

**Grounds Committee & Decorating Committee– Sarah Supnick**

Landscaping plans are postponed pending a meeting with landscape professionals to discuss issues with sprinkler system and problems with the sod on the mound. There will be minimal landscaping changes contingent upon completion of current projects. In 2026 we will consult with a landscape professional to help coordinate the design of the outdoor area, i.e. pool furniture, electrical, lighting and landscaping to be implemented over the next three years.

The grounds have deteriorated due to malfunctioning sprinklers and the city turning off water without notification to the neighborhoods. This is a persistent problem. Replacing the sod is not a sustainable solution, we will still be at the mercy of the city. A potential solution is to drill our own well, but this will have to be addressed before addressing other issues. A well installation cost is significantly estimated between \$15000 - \$25000.

There was discussion regarding the condition of the pool furniture and the first impressions for visitors and potential buyers. The aesthetics of the property was discussed, and it was suggested immediate action be taken to improve the pool area instead of waiting for a larger property redesign. Concerns were raised regarding insufficient budget allocation for future transitions therefore a transition plan is needed. Due to the possibility of budget

overruns for the generators and other expenses that may be necessary. This is a case of needs verses wants. There is discussion regarding selective furniture replacement with a budget of \$5000 for improved quality.

There was discussion regarding securing \$60,000 annually through security savings could fund projects from the operating budget instead of reserves or special assessment. That is potential future discussion.

#### **Social Committee – Sarah Supnick**

There was no report

#### **Real Estate Committee – Evelyn Bowles**

The Real Estate Committee reviewed and updated outdated forms due to recent changes. An email was sent to all members with the updated forms for review. At this time there are seven units available: 4 in Building A: Gerhardt 504, Ennis 404, Curtis 601 and Brannon 303; 4 in Building B: McAteer, 503, Cromwell 902, Blanton 301.

#### **Sunshine – Pat Calafell**

Sympathy Cards were sent to Olga Pina and Chris Kelly

#### **Old Business**

##### **Parking on S. Ardson Pl**

A letter was written to Bill Carlson describing the parking issues on S. Ardson Pl. How traffic congestion hinders emergency vehicles, creating a dangerous situation for cars and pedestrians and delaying rescue and medical help to our owners. He has forwarded the letter to the traffic department

#### **Move In/Move Out Forms**

Chris Kelly has created new forms for move ins/move outs

#### **New Business**

##### **Efficient Meeting Practices and Committee Involvement:**

A question from an owner was asked “why there was a need to hurry through a Board meeting since positive feedback and insightful contributions are being received.” The answer was Board meetings are meant to be a meeting to hear reports and recommendations from the committees that may or may not need Board approval to move forward with their plans and allow the Board to discuss the merits of these plans. The Board may allow the owners present an allotted amount of time to ask their questions or voice their concerns. The Board can acknowledge the concern, but it is not required to respond to the issue. The proper platform to voice concerns and suggestions is at the individual committees meeting. The committee can then include them in their reports.

The practical matter most owners want to know firsthand what is being done but do not want to sit through lengthy discussions.

#### **Bylaws and Policy Update**

Chris Kelly reported - There is a massive project underway to update our Bylaws, Policies, Procedures and Directors Manual. There are three Board members and Chris involved. It is tedious and requires weekly meetings. The updates are necessary due to some of the documents are over 22 years and some are only a few years old. These documents must align information with each other.

#### **Meeting Adjourned at 11:33**

#### **Respectfully Submitted**

**Denise Chavez & Sarah Supnick**