

**Howell Park Board of Directors meeting**  
**December 1, 2025, 10:30 Am**  
**Howell Park Office**

**Meeting Called to Order**

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

**Proof of Notice**

Proof of notice of a meeting went out on November 24th, 2025. Denise handed out another at the meeting to all in attendance.

**Approval of Minutes**

Denise Chavez asked for approval of the November 7th, 2025, meeting minutes. Motion to approve by David Townsend. Seconded by Carlos del Castillo.

Denise gave praise to our finance committee and Chris Kelly, and everyone who worked to keep our budget in hand and to honor the promise that we made to our owners that if they pass the gate modification that we would not raise our maintenance fees for two years. Additionally, the finance committee was able to satisfy all the requests from the committee, although perhaps not the amounts requested, but enough to get what we need. One more point of good news is that Stephen Bowles is working with Robb & Stuckey to secure some quality pool furniture at a discount, helping to make our dollars go further and increase buying power. Thank you Stephen.

**Finance Chair Proposed Budget**

Jennifer took over the finance committee discussion, noting that the budget had undergone some changes, and she offered to provide either a line-by-line review or an overview. An overview was requested. Jennifer explained that she and Gary Supnick met with Chris Kelly to review the budget diligently, making cuts and adjustments based on more accurate figures, particularly for security. They pulled various contracts to align with their dollar amounts, resulting in a more accurate budget.

Jennifer highlighted that they identified \$13,000 needed for elevator maintenance early in the year. There was also a proposal to use an additional \$10,000 for a new reserve study later. A board member asked if this \$10,000 would replace funds for a water pump, to which Jennifer clarified that they would still need the pump, noting Denise's suggestion to purchase one to have on hand.

Carlos raised a concern about the tight budget and whether there was any flexibility if costs rose. Jennifer confirmed that funds for the water pumps would come from this year's leftover money and expressed caution about potential expenses, particularly regarding elevator issues. Overall, she reassured that unless a major expense arose, they should be okay financially.

Mary Estes asked about the payroll, specifically regarding security. She noted a substantial decrease in line item 6400, which refers to security employees. When asked, it was clarified that the figure includes payments for three shifts in the first two months of the year, which then reduces to two shifts starting in March.

Carlos del Castillo made two key points:

1) For 2027, he anticipates a positive outlook due to not spending \$20,000 in pool furniture costs and \$10,000 for a reserve study, both of which will contribute to a potential \$30,000 positive variance.

2) Additional income will come from gate modifications, two more months of security, and an audit cost that will not be incurred next year.

Carlos del Castillo asked about lumping insurance into one category versus a line item breakout. Jennifer replied, It doesn't matter that it's not broken out. It's all insurance, and it was increased 5% YOY.

Jennifer Stutts stated that the audit will occur before the end of 2026.

Discussion ensued regarding an email sent by Craig Waterstrat and some salient points of interest. Craig had questions regarding line item numbers, specifically about consolidations and why certain figures had increased. Chris addressed his concerns effectively. For example, he wanted to know about an increase in phone costs from \$3,600 to \$9,000, which was explained as a consolidation of figures for all call boxes and the office.

The audit this year is under accounting review, with an estimated cost of \$5,500. Frank Weiss is handling most of the audit work, and a full audit might be avoided in 2027 by opting for a review, potentially saving a few thousand dollars. Chris noted account 5010 Y zero for the 2025 computer search service budget of \$2,000, combining it with account 5005. For office supplies, account 5015 Y 500 had a 2025 budget of \$2,500, but only \$500 is needed as bank charges are now with account 5015. Regarding account 6130 going to zero, the 2025 washer-dryer replacement was budgeted at \$3,000, and it went to zero as all items scheduled for replacement through 2026 had been replaced. Chris also mentioned account 6150 dropped to \$5,000 for the 2026 fire monitoring contract, which was budgeted at \$9,000 in 2025. The total was adjusted to match the actual contract. Craig also asked why the elevator repair budget was \$13,000 when it was marked as zero for 2025. The cost comes from replacing some brakes in January. Regarding the \$20,000 for pool furniture, Chris noted that the expense reflects purchasing quality and additional pieces. Finally, gas and oil expenses were moved to generator fuel as Howell Park is now using natural gas.

Mary Estes asked for clarification on the old diesel generators. Is that work complete? The answer, provided by Gary Supnick and Jennifer Stutts, was that it has all been completed and the oil drained. It was a 2025 expense.

Carlos del Castillo commended Chris Kelly for replying to Craig Waterstrat's email on the Sunday after Thanksgiving. Very diligent of her.

Jennifer Stutts noted that budgeting is improving as we now have run rates and increased visibility of specific contracts and expenses versus 2024.

#### **Board Vote on 2026 Proposed Budget**

Denise asked for a motion to approve the budget as proposed by the Finance Committee. Motion to approve by Carlos del Castillo. Seconded by David Townsend.

Denise then asked for a vote to approve the budget. The vote was unanimous in favor. The approved budget will go to the owners for the owner's meeting on December 15th.

Denise asked for a motion to adjourn. Motion made by David Townsend. Motion seconded by Carlos del Castillo.

Meeting adjourned at 10:54 am.

Minutes provided by Carlos del Castillo  
Secretary-Howell Park