

PENROSE PLAZA UNIT OWNERS ASSOCIATION

1512 Grand Ave., Suite 109
Glenwood Springs, CO 81601
(970) 945-7266

Board Meeting
May 26, 2026
2520 S Grand Ave #202
Glenwood Springs, CO 81601

PRESENT: Dana Chiapinelli – Board of Directors
Jaime Roth – Board of Directors
Rodney Naylor – Board of Directors
Michael Manchester – Board of Directors
Justin Windholz – Crystal Property Management

A regular Board meeting of the Penrose Plaza Unit Board of Directors was held on May 26, 2026, at 3:30 p.m. at 2520 S. Grand Ave #202, Glenwood Springs, CO 81601.

- The Board reviewed and approved meeting minutes from the April 2026 Board meeting.
- The Board reviewed financial reports through April 2026. Most expenses have been normal and/or anticipated.
- The Board discussed several on-going projects
 - o Re-keying common area doors was discussed. The project will rekey all common area doors and integrate 3rd floor owners' entry doors. The project is still pending and being coordinated.
 - o The Board discussed a recent water event at the building caused by leaks in the gutter system. Several repairs were made to the gutter and downspout system on the west side of the building. The leaks caused damaged in 3 units. The water was mitigated, damaged drywall removed and replaced, and nearly all the repairs are complete.
 - o Over the past couple weeks after the gutter leaks were repaired, there was also water noticed in the parking garage. It's unclear where these leaks are coming from and they will continue to be monitored.
 - o Swamp coolers for the residential units are scheduled to be turned on in the coming days.
 - o A recent power outage in the City showed several lights at the property not working. R&A electric will be scheduled to get all emergency lighting working properly.
 - o Tree trimming on the south end of the property will be scheduled for the late fall after the trees have gone dormant for the season.
- The Board discussed barking dogs at the Wanderlust Dog Care center. This issue is still on-going, and a resolution is still being worked on.
- The Board discussed parking. Jaime Roth drafted a letter for the Jean Robert Gym and All Kids Dental concerning the parking agreements and overall parking plan. Several revisions were made to the letter, and a final version was agreed upon. A meeting will be set for June 24, 2026, to discuss the parking issues and the neighboring properties will be invited to that meeting. Meeting agenda items will include a pay to park system, parking tags, re-assigning spaces / revising the parking easements, renting long term spaces, and parking enforcement.
- A draft design review policy was created and reviewed. It will be revised for further consideration.

With no further business, the meeting was adjourned at 4:50pm

Respectfully,

Justin Windholz
Crystal Property Management