

PENROSE PLAZA UNIT OWNERS ASSOCIATION

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

Board of Directors Meeting
September 17, 2025
2520 S Grand Ave #202
Glenwood Springs, CO 81601

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

The Penrose Plaza Unit UOA Board of Directors held a meeting on September 17, 2025 at 3:30 p.m. at 2520 S. Grand Ave #202, Glenwood Springs, CO 81601.

- Call to Order: Dana Chiapinelli called the meeting to order at 3:30 pm.
- The Board reviewed and discussed 2025 projects:
 - Painting and flooring are mostly complete. Additional work is to be done to the rear entry in the next month or so.
 - The Board discussed parking. Results of monitoring the parking were discussed. It was agreed that additional parking signs would be ordered and installed.
 - Window washing and window cleaning should be complete later in the month.
 - HVAC systems continue to operate normally. Due to a recent leak in the Roaring Fork Oral Surgery space, the drywall in the garage had to be removed. This will help with expose the radiant heat lines for the sidewalk and hopefully help with access to them for any repairs.
 - The leak at the Roaring Fork Oral Surgery spaces was discussed. A subcontractor in their space activated the fire sprinkler system using a high heat piece of equipment. This caused water damage to the ceiling of the garage. Disaster mitigation crews came to the building and have helped with the repairs which will be the responsibility of that contractor and/or the Roaring Fork Oral Surgery owners.
 - Rooftop swamp coolers should be winterized in the next month.
 - Several other repairs are scheduled to be complete soon including door repairs, additional floor mats, tree trimming,

With no further business, the meeting was adjourned at 4:45pm. Future meetings are tentatively scheduled for the third Wednesday of each month at 3:30pm. Additional meetings will be held in October and November to discuss 2026 budget and 2025 annual meeting (November 5, November 19, December 10, and December 17 for the annual meeting).

Respectfully,

Justin Windholz
Crystal Property Management