

PENROSE PLAZA UNIT OWNERS ASSOCIATION

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

Board of Directors Meeting
May 21, 2025
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 – Owner
Laura Hardman – Owner
Justin Windholz – Crystal Property Management

The Penrose Plaza Unit UOA Board of Directors held a meeting on May 21, 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.
- Laura Hardman was present to discuss the recommendations from the committee formed to review security cameras and surveillance footage from cameras throughout the building. The committee provided a draft of their recommended policy. The group discussed the recommendations. It was agreed that the Board would review the policy in more detail for possible changes.
- The Board reviewed and discussed 2025 projects:
 - Justin Windholz presented financial reports. The cash flow of the remaining projects was discussed. Because the overages from the HVAC project were paid up front it leaves the Association in a position where more funds are needed to complete the flooring and painting projects. Both projects have been partially funded but additional dues collected is required to pay for the remaining projects in full. The painting is mostly done. The flooring is hoped to be completed by July.
 - Dana Chiapinelli reported that he met with the landscapers and identified areas for improvement. Several additional projects will be completed soon including additional mulch, and trimming.
 - The Board reviewed the Penrose entry sign plan project. Jaime Roth reported that the HOA sign meeting had no attendance. However, in reviewing the plan it was found that the initial design may need changed and/or a variance granted from the City. Jaime will continue to work on the project.
 - Asphalt maintenance is scheduled for end of May.
 - Parking at the property was discussed. The group agreed that a meeting would be held to discuss parking solutions as the lot is full on most days. The most likely solution will be different parking tags for different groups to better identify which cars belong to which group (Penrose commercial, Penrose residential, Dental office employees, and Jean Robert gym employees). This will be discussed more at the parking meeting.
 - The Board tabled discussion on the resolutions for a future meeting.

With no further business, the meeting was adjourned at 4:30pm. Future meetings are tentatively scheduled for the third Wednesday of each month at 3:30pm.

Respectfully,

Justin Windholz
Crystal Property Management