

PENROSE PLAZA UNIT OWNERS ASSOCIATION

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

Board Meeting
February 25, 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 February 25, 2026 at 3:30 p.m. at 2520 S. Grand Ave #202, Glenwood Springs, CO 81601.

- Bids for rekeying the common area doors was discussed. Several locksmiths had asked what style of locks was preferred: electronic or standard key locks. Bids will be collected for both and reviewed.
- Several maintenance projects were discussed that are still in process (floor mats, drinking fountain, brick repair, camera installation). The Board asked for better resolution of pending projects and possibly better tracking. Justin Windholz will look into solutions and will work to improve on the timeliness of the completion of projects.
- The Board discussed accounts payable. Justin Windholz reported that all pending bills have been paid. A bill from RV painting for work completed in 2025 was received within the last week. The bill will be reviewed and compared to the bid and paid unless there is a discrepancy between the bill vs the estimate. The Board asked for additional reports to be presented and for a Board member to be added to the Association bank accounts.
- The Board discussed recent correspondence from the Roaring Fork Oral Surgery center for repairs done to the tile work and other expenses incurred in their remodel. The Board has questions concerning the bills and what they were for as well as if they are Association responsibility. Dana Chiapinelli agreed to coordinate a meeting with Board members and Mr Galbraith to review the matter.
- Parking at the property was discussed. The Board reviewed recent correspondence from the Jean Robert gym and recent actions taken concerning signage at the property. Jamie Roth agreed to review the parking easements and agreements to ensure that the UOA takes the correct measures.
- Several resolutions are still being worked on and one will be added that will ask all units to submit plans to the Board for any remodel projects.

With no further business, the meeting was adjourned at 4:45pm

Respectfully,

Justin Windholz
Crystal Property Management