

PENROSE PLAZA UNIT OWNERS ASSOCIATION

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

Board of Directors Meeting
July 16, 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
Justin Windholz – Crystal Property Management

The Penrose Plaza Unit UOA Board of Directors held a meeting on July 16, 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:
 - Justin Windholz presented financial reports. The cash flow of the remaining projects was discussed. Projections are in line to have all scheduled projects paid in full in July. After the projects are complete, cash positions should replenish.
 - New flooring product was just delivered and is expected to be installed within the week. Once the flooring is complete there will be several areas of paint touch up that will need done but the interior remodel project is expected to be completed by the end of the month.
 - The Board discussed parking. A parking meeting was held earlier in July where everyone agreed to try a parking tag system to help better identify what cars are in the lot and where they park. This will also help identify cars that shouldn't be in the lot specifically overnight and on weekends primarily from neighboring properties. Parking tags will be distributed to all residents and businesses this week and enforcement will begin immediately.
 - HVAC systems continue to operate normally. There was a leak caused by work being done in the oral surgery office which required repair and put the hot water system down for several days recently. The costs of the repairs will be billed to the oral surgery office. Several repairs still need to be made and will be done soon.
 - The Board discussed security cameras. Additional cameras will be installed soon on the exterior of the building and interior cameras will be reprogrammed.
 - Parking lot resealing / restriping have been completed. Landscaping and cleaning have been going good.
 - 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