

PENROSE PLAZA UNIT OWNERS ASSOCIATION

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

Board Meeting
March 18, 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 March 18, 2026 at 3:30 p.m. at 2520 S. Grand Ave #202, Glenwood Springs, CO 81601.

- The Board approved and signed an engagement letter with the Karp Neu Hanlon law firm to respond to an issue concerning reimbursement expenses provided to the Board by one of the unit owners.
- The Board reviewed and approved revised Association required governance policies.
- The Board reviewed and approved meeting minutes from the February 2026 Board meeting.
- The Board reviewed financial reports through February 2026. Most expenses have been normal and/or anticipated. Several areas of higher than anticipated expenses are due to maintenance issues with the boiler and/or HVAC system.
- The Board discussed several on-going projects
 - o Re-keying common area doors was discussed. Bids were presented for both programmable electronic locks and a traditional key and lock system. The pricing for electronic locks was agreed to be too high but the cost of traditional lock and key was agreed to be in line. The pricing will be updated as it will require a detailed chart of who gets which key and will need to include several layers of re-keying.
 - o Several projects are expected to be completed soon including gutter repairs, exterior brick repairs and camera installation. Several projects have been completed recently including additional floor mat installation, fire alarm repairs, electrical repairs in the garage, door repairs, garage and stairwell cleaning, shingle repairs / roof hatch access, and a new water fountain installation.
 - o Parking was discussed. Correspondence was sent to the JR Gym which has not been responded to. The Board is hopeful to meet with JR Gym to discuss the issues and the possibility of revising the parking plan.
- The Board discussed a recent issue involving a natural gas smell in the building. The issue was from the boiler exhaust system. R&H completed the repairs which entailed extending the boiler exhaust pipes.
- The Board discussed barking dogs at the Wanderlust Dog Care center. Michael has been working with a neighboring property to bring the issue before the Glenwood City Council for further enforcement action. The dogs at the property bark continuously throughout the day which is believed to be a violation of the zoning variance they were granted.
- The Board discussed several upcoming maintenance projects:
 - o Parking lot sweeping should be completed in late March or early April
 - o Landscaping clean-up has begun.
 - o Window washing will be scheduled for June.
 - o Dryer vent cleaning for the residential units will be scheduled soon.
 - o Swamp coolers will be scheduled for start-up in May. There is a question as to how the fan functions when the water to the coolers is off.
 - o The temperature controls will be adjusted for the summer months so that the snow melt system doesn't run unnecessarily.

- A venting system will be investigated for the attic spaces above the residential units as the area gets very warm.

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

Respectfully,

Justin Windholz
Crystal Property Management