

## **COLORADO PLAZA III UNIT OWNERS ASSOCIATION**

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

2010 ANNUAL MEETING  
November 29, 2010 – 5:30 p.m.  
14<sup>th</sup> St Law Offices Conference Room  
201 14<sup>th</sup> St #200  
Glenwood Springs, CO 81601

PRESENT: Billy Bryant #316 Jim Neu #200  
Robert Johnson #308  
Justin Windholz – Crystal Property Management  
Two proxies on file at property management office.

The Annual Meeting for the Colorado Plaza III Unit Owners Association was held on November 29, 2010 at 5:30 p.m. at 201 14<sup>th</sup> St, Glenwood Springs, CO 81601. A quorum was established. The meeting was called to order at 6:10pm

- 2010 Budget:
  - The 2010 budget was reviewed and discussed.
  - Several questions were asked in regards to the inside cleaning in relation to the cleaners scope of work and the charges associated with the work. Justin Windholz reported that a new vendor would be found to save the Association money each month.
  - The Board also requested that the outside maintenance contract be re-bid in hopes of saving additional money.
  - After discussion, it was agreed that the 2010 budget was adequate and the Board adopted the 2010 budget which is attached to the minutes.
- 2011 Board of Directors
  - A motion was made to retain the current Board: Dave Hicks, Jim Neu and Billy Bryant. The motion was seconded and approved unanimously.
- Owner Concerns:
  - Dave Hicks (via Jim Neu) reported that he would like to see the parking lot resealed. Justin Windholz advised he would seek bids for the project and have it completed in the spring of 2011.

- Billy Bryant advised that he would like Crystal Property Management to coordinate the flooring repairs to the north stairwell. Justin Windholz advised he would obtain bids for these repairs and work with the Board to keep them up to date on the progress of the project.
- Jim Neu advised he would like to see the gutters at the building repaired this year as well as heat tape installed if the operation cost is reasonable. Justin Windholz advised that he would get bids and keep the Board up to date on the progress of the project.
- Jim Neu reported that the Association might want to find a new vendor to do service work on the HVAC system. It is believed that the current vendor is charging too much. Bids will be provided to the Board to review. Dave Hicks will work with Justin Windholz on this project.
- Several owners reported that there had been a water leak noticed in the parking garage near the telecommunication room. The Board instructed Justin Windholz to investigate and coordinate the repairs to the damaged areas.
- One owner had concerns about the gas charges for the Association. It was explained that the gas bills are sent to David Hicks who inputs the building charges and usage into a program which then breaks down the numbers based on each unit's usage. There were questions about the accuracy of the report for several units because they are second homes which are rarely used yet the gas usage and corresponding bill fluctuate. It was decided that the situation would continue to be monitored and that the new HVAC vendor could be consulted as to the accuracy of the system and how it operates.

With no further business, the meeting was adjourned at 6:35pm.

Respectfully,

Justin Windholz  
Crystal Property Management