

ORCHARD TOWNHOME HOWEOWNER ASSOC.

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Board of Directors Meeting
Held at CPM Offices
1512 Grand Ave #109, Glenwood Springs, CO 81601

January 27, 2026
5:00 p.m.

PRESENT: Dave Heiberger – Board of Directors
Edwin Salgado – Board of Directors
Heather Craven – Board of Directors
Jake Berwanger – Board of Directors
Danielle Reschke – Board of Directors
Justin Windholz – Crystal Property Management

A Board of Directors meeting for the Orchard Townhome Homeowners Association was held at 1512 Grand Ave #109, Glenwood Springs, CO 81601. The meeting was called to order at 5:30 pm. A quorum of the Board was established.

- 2026 Maintenance Projects
 - The Board discussed tree trimming. It was agreed pricing would be collected for the project and reviewed for approval at a later meeting. Bids will be menu style pricing and will include cost of stump removal.
 - The Board discussed siding repairs at 161 Orchard. Justin Windholz will reach out to the owner to discuss his timing of the project. He initially wanted to project to be done in the summer but that could be too long and could subject the building to additional damage. The bid from 3G construction was reviewed and approved prior to the meeting. 3G has availability to do the project soon.
 - The Board discussed irrigation system maintenance. It was agreed a meeting would be set up with the vendor to discuss a list of concerns regarding when the system runs, to identify areas that need attention, the scope of work for the season. This meeting will be set for the early spring while it is being turned on. Dave Heiberger noted that the vault needs cleaned out. Justin Windholz will collect pricing for the project.
 - The Board discussed fence repairs. Several sections of the fence are being damaged by tree roots or trees. These will be identified with the meetings with the tree vendors to see what the best course of action is for them. Then the fence repairs will be discussed.
 - The Board discussed the beam maintenance issue that was discussed at the annual meeting. This issue was discussed by the previous Board and referred to the Association attorney for guidance. The attorney recommendation will be forwarded to the new Board for consideration.
- Design Review
 - The new owner of 151 Orchard submitted for approval to install a radon mitigation device. Generally, the Board is supportive of the project but additional details are needing specifically a sketch of where the device will be located, the materials that will

be used, a building permit. Justin Windholz will notify the owner of these requests. In addition to the radon mitigation device, new venting for a stove was also requested. The same stipulations will be required for this project.

- The Board discussed a request for Community Broadband service at the property. It was agreed that a meeting would be coordinated on-site to discuss the concerns and try to come to an agreement.
- The Board discussed a request to move the location of parking spaces for a unit. It was agreed that more information was required for this request. Justin Windholz agreed to contact the City regarding any historical maps showing what the original parking plan was.
- 2026 Schedule
 - The Board agreed to hold a Zoom meeting on Thursday 1/29/2026 at 5pm to discuss Board positions. Justin Windholz will send out the Bylaws which show the various roles and responsibilities of each position.
 - The Board agreed to try and meet monthly in 2026 with the next Board meeting scheduled for 2/25/2026 at 5pm.
- Violations
 - The Board agreed to discuss parking procedures and other rule/regulations issues at future meetings. The Board did ask that CPM reach out to 151 Orchard regarding their contractors parking in unapproved locations.
 - It was agreed that signage would be updated at the property to comply with new parking enforcement standards. Dave Heiberger agreed to share the pricing of the sign company he has worked with in the past.

With no further business the meeting was adjourned at 6:15pm.

Respectfully,
Justin Windholz