

ORCHARD TOWNHOME HOMEOWNER ASSOC.

PO Box 1149
Glenwood Springs, CO 81602
(970) 945-7266

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

February 24, 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 5:05 pm. A quorum of the Board was established.

- Meeting Minutes
 - The Board reviewed and approved meeting minutes from the following meetings:
 - February 13, 2026
 - January 29, 2026
 - January 27, 2026
 - December 3, 2025
 - October 1, 2025
- 2026 Maintenance Projects
 - Bids are being collected for tree trimming and will be reviewed as soon as they are available.
 - The Board discussed using a new contractor for siding repairs at the complex. The contractor has appropriate insurance and licenses with the City of Glenwood. Everyone agreed that his credentials were sufficient. A bid was reviewed for repairs at one of the buildings. A motion was made to approve the bid which was seconded and approved. Edwin Salgado agreed to communicate with the owner about the project and timeframe of the repairs. A meeting will be scheduled asap to walk the entire site with the new contractor to look at all repairs that are needed throughout the complex.
 - The Board discussed irrigation system maintenance. Bids were collected and a motion was made to approve the bid from Hydrovac. The motion was seconded and approved.
 - The Board discussed fence repairs but the repairs to the fence depend on what is done with the trees. This will be reviewed and considered when the tree maintenance pricing is collected.
 - The Board discussed building maintenance and what is or is not covered by the HOA insurance policy. It was agreed that a meeting would be coordinated with the insurance agent to discuss in more detail.

- Painting bids are being collected for all buildings and will be reviewed soon.
- The Board discussed a recent meeting with Community Broadband. It was agreed that additional language will be added to the agreement with Community Broadband and sent to them for review. It was also agreed that the wires should be buried in conduit piping. Crystal Property will get with Community Broadband to see if they will include that in their contract.
- The Board discussed parking enforcement. New signs have been ordered and should be in soon. It was agreed that parking enforcement would be discussed at the next Board meeting where all owners could attend and give input.
 - Two special parking situations were discussed. One owner asked that their parking space be swapped with another as their vehicle was too big and caused the vehicle to stick out into the roadway. The Board agreed that this request would not be granted and all existing spaces needed to remain where they are.
 - One owner asked for permission to use a guest parking space while construction was being done at their unit. The construction is causing their garage to be full and their driveway has a lip between the concrete and grass creating a tripping hazard. The unit owners are elderly and are asking to use the guest space as it is safer than the space in the driveway. This request was granted as it is temporary.
- In addition to parking rules and enforcement the Board will also review the Rules and Regulations and make changes if necessary to them at the next Board meeting where all owners could provide input. Sample violation notices and parking reminders will be reviewed as well. As part of the rules, deck staining requirements will be clarified so all owners can be notified after the next meeting and so that everyone has ample time to comply.

With no further business the meeting was adjourned at 6:45pm. The next Board meeting is scheduled for March 25, 2026 at 5pm and will be held at the Glenwood Springs Community Center.

Respectfully,
Justin Windholz