

PENROSE PLAZA UNIT OWNERS ASSOCIATION
1512 Grand Ave., Suite 109
Glenwood Springs, CO 81601
(970) 945-7266

Annual Owners Meeting
December 17, 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
Avery Smith – Owner
Laura and Tal Hardman – Owner
Annie Hoghaug – Owner
Colin Galbraith – Owner
Justin Windholz – Crystal Property Management

The annual owners meeting of the Penrose Plaza Unit UOA was held on December 17, 2025 at 5:00 p.m. at 2520 S. Grand Ave #112, Glenwood Springs, CO 81601.

- Call to Order: Dana Chiapinelli called the meeting to order at 5:10 pm.
- Justin Windholz reviewed financial reports for the Association.
- The 2026 budget was discussed. The proposed budget keeps the monthly fees at their existing level. The line items will be reallocated slightly and funding for capital reserve savings will be increased in 2026. After review and discussion, a motion was made to ratify the budget. The motion was seconded and approved unanimously.
- The Board reviewed and discussed 2025 maintenance projects.
 - The HVAC project was completely finished in 2025 and the system operated good. There have been some expected maintenance issues and the contractors have been responsive to help address them. There were also some repairs that were caused by construction in new spaces which were addressed as well.
 - Painting of all three floors was completed.
 - Flooring replacement on all three floors was completed.
 - The parking lot was resealed and restriped.
 - Other miscellaneous repairs were completed including signage, trash enclosure modifications, security cameras, and others.
- The Board reviewed and discussed expected 2026 maintenance projects including rekeying the common area doors, completing security camera installation and implementing a policy pertaining to their usage, addressing ongoing parking enforcement.
- The possibility of installing an electric vehicle charging station was discussed. Initial thoughts are that the project would be too expensive but it will continue to be looked into.
- An election was had for the one open Board seat currently held by Dana Chiapinelli. A motion was made to re-elect Dana to the position. The motion was seconded and approved. A motion was also made to elect Michael Manchester to a new seat. The motion was seconded and approved unanimously. Both Dana and Michael's terms will be through 2028. Rodney Naylor has a term through 2026. Jaime Roth has a term through 2027.

With no further business, the meeting was adjourned at 6:45pm

Respectfully,

Justin Windholz
Crystal Property Management