

ORCHARD TOWNHOME HOMEOWNER ASSOC.

PO Box 1149
Glenwood Springs, CO 81602
(970) 945-7266
Board of Directors Meeting

Held on-site
Glenwood Springs, CO 81601

May 4, 2016
5:30 p.m.

PRESENT: Dave Heiberger – Board of Directors
Barb Park – Board of Directors
Ken Jones – Board of Directors
John Bone – Board of Directors
Justin Windholz – Crystal Property Management

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

- New Business
 - The Board met with Justin Windholz from Crystal Property Management who was recently hired as the new Association Manager. Several items were reviewed to get Justin up to date with contracts, vendors, etc.
 - Dave Heiberger agreed to obtain a replacement PO box key for the Association's PO Box.
 - The Board asked that welcome letters be sent to all owners announcing the change of management companies along with current account statements so owners could review them for possible discrepancies.

With no further business the meeting was adjourned at 6:30 pm. The next meeting will be held on May 18, 2016 at the Glenwood Springs Community Center.

Respectfully,

Justin Windholz