

RECORD OF PROCEEDINGS

**SPECIAL OWNERS MEETING MINUTES
OF THE
COLORADO TECH CENTER OWNERS ASSOCIATION
HELD
May 18, 2017**

A Special meeting of the Board of Directors of the Colorado Tech Center Owners Association was called and held on Thursday, May 18, 2017 at 2:00 p.m., at the meeting room of Community Food Shares, 650 South Taylor Avenue, Louisville, CO 80027.

Attendance In attendance were Directors:

Cyndi Thomas
Henry Johnson
Jim Burton
Jerry Moore
Steve Koonce

Also in attendance:

Kevin Collins and Chuck Reid; CliftonLarsonAllen LLP (“CLA”)

Call to
Order

The meeting was called to order at 2:06 p.m. by Director Johnson.

Approval of the
Agenda

The agenda was accepted as presented.

Member
Comments

None.

Administration &
Finance

A. Review and Consider Approval of March Meeting Minutes

After discussion, upon a motion duly made by Director Johnson, seconded by Director Burton and, upon vote unanimously carried, the Board approved the March 1, 2017 Meeting Minutes.

B. Review and Ratify Claims

Following review and discussion, upon a motion duly made by Director Johnson seconded by Director Thomas and, upon vote unanimously carried, the Board ratified claims totaling \$14,347.90

C. Review and Accept March 31, 2017 Financial Statements

Following presentation, review and discussion, upon a motion duly made by Director Thomas seconded by Director Burton and, upon vote unanimously carried, the Board accepted the March 31, 2017 Financial Statements.

Updates and
Action Items

A. Entrance Signage Update

The Board discussed the “Covenant Controlled Business Park – No On Street Parking” signage design and directed the sign’s installations.

B. Architectural Control Committee Update

Director Burton inquired about the specific goal of the Architectural Control Committee and referenced occasions when the ACC identified issues of concern, but follow-up was not timely. Director Burton further noted that City approval has become, by default, the approval process.

Director Moore inquired if a side-by-side study had been done of Louisville’s IPDC and the CTC-OA’s Architectural Design Guidelines: Mr. Reid did not know if Mr. McMenamin has done this and will follow-up on this question. Director Moore further questioned if there was a formal relationship with the City of Louisville: Mr. Reid noted this relationship is improving.

C. Dual Association Update

It was noted that the two separate Associations serving CTC were merged in 1998.

D. City of Louisville Land-Use Processing Update

As noted above, efforts are underway to improve the relationship between CTCOA and the City of Louisville’s land-use review processing.

E. Matrix of Recommended Changes – this item was postponed

F. Other – Bike to Work Day

Bike To Work Day is Wednesday, June 28th with events happening at Pearl Izumi.

New
Business

A. Landscaping – no update

B. Other –

It was noted that no Reserve Study is needed for CTCOA.

Items from
Board Members

A. Other - None

Executive
Session

Not needed.

Next Meeting

To be determined

Adjournment

There being no further business to come before the Board, the Board adjourned at 3:37 p.m.

Respectfully submitted,



Secretary for the Meeting