

RECORD OF PROCEEDINGS

**SPECIAL MEETING MINUTES
OF THE
COLORADO TECH CENTER OWNERS ASSOCIATION
HELD
November 16, 2017**

A Special meeting of the Board of Directors of the Colorado Tech Center Owners Association was called and held on Thursday, November 16, 2017 at 10:00 a.m., at the meeting room of Community Food Shares, 650 South Taylor Avenue, Louisville, CO 80027.

Attendance In attendance were Directors:

Henry Johnson
Jerry Moore
Steve Koonce

Also in attendance were:

Chuck Reid and Geol Scheirman; CliftonLarsonAllen LLP (“CLA”)

Call to
Order

The meeting was called to order at 10:00 a.m. by Director Johnson.

Approval of the
Agenda

Upon a motion duly made by Director Koonce, seconded by Director Moore and upon vote, unanimously carried, the Board approved the Agenda as presented.

Public
Comments

None.

Administration &
Finance

A. Review and Consider Approval of the May 18, 2017 Meeting Minutes

After discussion, upon a motion duly made by Director Johnson, seconded by Director Koonce and, upon vote unanimously carried, the Board approved the May 18, 2017 Meeting Minutes.

B. Review and Accept September 30, 2017 Financial Statements

Following presentation, review and discussion, upon a motion duly made by Director Johnson, seconded by Director Koonce and, upon vote unanimously carried, the Board accepted the September 30, 2017 Financial Statements.

C. Review and Ratify Claims

Following review and discussion, upon a motion duly made by Director Johnson, seconded by Director Koonce and, upon vote unanimously carried, the Board ratified claims totaling \$55,964.06 for the period 6/1/2017 to 10/30/2017.

D. Approval of a Cash Access Addendum

Following review and discussion, upon a motion duly made by Director Johnson seconded by Director Koonce and, upon vote unanimously carried, the Board approved the Cash Access Addendum to the CliftonLarsonAllen, LLP Engagement. The addendum formalizes cash access practices currently used by CLA.

E. Architectural Control Committee (ACC) Tracking Sheet

Current projects in the ACC processed were discussed, as was the ACC's role and the possibility of integrating a Colorado Tech Center overlay zone and revised IRDC in the City of Louisville's Zoning Code. Such an overlay would assist with the joint CTCACC / City land-use application approval process. The Board expressed their preference, for the time being, for the ACC to continue the Covenant enforcement.

Old Business

A. Parking Discussion

The signage has been installed in the community. The Manager will discuss with the new Board the option of utilizing a monitoring service once the built out is complete and construction traffic is reduced.

B. Other

None.

New
Business

A. 2018 Draft Budgets & Recommended Dues

Two 2018 draft budgets were presented. The first fully funded all CTCOA responsibilities; the second was "status-quo" and reliant on the CTC Metro District for funding assistance. There was discussion of continuation of the agreements with the Colorado Tech Center Metro District and the Board requested that a meeting be set-up with the two Boards for further discussion.

Following review and discussion, upon a motion duly made by Director Johnson, seconded by Director Koonce and, upon vote unanimously carried, the Board approved the 2018 "status quo" budget with no increase to the dues for 2018. The owners will ratify the 2018 budget at the December 6, 2017 Annual Meeting.

B. 2018 Commuting Solutions Sponsorship

Following review and discussion, upon a motion duly made by Director Johnson, seconded by Director Koonce and, upon vote unanimously carried, the Board approved continuing the partnership with Community Solutions and Colorado Tech Center Owner Association for a membership fee of \$1,216.00 for 2018.

C. Discuss a Request to Elkin-Johnson for Inclusion of the "Corporate Campus at CTC" into the Owners Association

Mr. Reid asked if the new property under development by Etkin-Johnson and adjacent to CTC will request inclusion into the CTCOA. Director Johnson will take the request to Elkin-Johnson's ownership for direction.

D. Discussion Regarding ACC Process and Fees

Neil Littman, OA Member, recently expressed surprise at the \$300 ARC fee required to review a new wall sign that was to be placed above a businesses' front entry. Following discussion, upon a motion duly made by Director Johnson, seconded by Director Koonce and, upon vote unanimously carried, the Board approved to waive ARC fee for the Revert sign application. The motion passed

The Board further discussed the Association's ARC fee structure and asked management to bring back a revised fee structure at a future meeting.

E. Other - None.

Director Items

A. Executive Session - Not needed.

B. Other - None

Next Meeting December 6, 2017 – Annual Meeting

Adjournment There being no further business to come before the Board, the meeting was adjourned at 11:11 a.m.

Respectfully submitted,



Secretary for the Meeting