

RECORD OF PROCEEDINGS

SPECIAL OWNERS MEETING MINUTES OF THE COLORADO TECH CENTER OWNERS ASSOCIATION HELD March 21, 2018

A Special Meeting of the Board of Directors of the Colorado Tech Center Owners Association was called and held on Wednesday, March 21, 2018 at 12:00 p.m., at the meeting room of Community Food Shares, 650 South Taylor Avenue, Louisville, CO 80027. This was a joint meeting with the CTC Metro District.

Attendance

In attendance were Directors:

Cyndi Thomas
Derek Conn
Jim Burton
Jerry Moore
Steve Koonce

Also in attendance:

CTC Metro District Board Members:

Scott Reichenberg
Steve Meyers

Kevin Collins, Geol Scheirman, and Chuck Reid; CliftonLarsonAllen LLP
("CLA")

Call to Order

The meeting was called to order at 12:09 p.m. by Director Reichenberg.

Approval of the Agenda

The agenda was accepted as presented.

Discussion Regarding Funding

The Boards discussed the history of the Colorado Tech Center Metropolitan District and Owners Association, their mutual roles and the funding options that will result in effective and efficient administration for both entities. Revenue collections were also discussed, comparing dues vs. tax receipts.

Following discussion, the Boards agreed to moving all operation expenses to the Owners Association over a four (4) year period beginning in 2019. The Owners Association Board wants to provide additional information to the owners regarding the Metro District's role, functions, and revenues.

Administration

Matters

A. Review and Approve November 16, 2017 Meeting Minutes

After discussion, upon a motion duly made by Director Thomas, seconded by Director Koonce and, upon vote unanimously carried, the Board approved the November 16, 2017 Meeting Minutes.

B. Review and Consider Acceptance of Unaudited Financial Statements

Following presentation, review and discussion, upon a motion duly made by Director Moore seconded by Director Conn and, upon vote unanimously carried, the Board accepted the Unaudited Financial Statements

C. Ratify Claims

Following discussion, upon a motion duly made by Director Moore seconded by Director Conn and, upon vote unanimously carried, the Board ratified claims totaling \$29,915.12.

D. Architectural Review Committee Tracking Sheet

Mr. Reid reviewed the architectural review committee tracking sheet with the Board.

E. Other

None.

Old
Business

A. Other

None.

New
Business

A. Selection of 2018 Board Member Offices

The Board discussed and approved the following slate of officers:

Cyndi Thomas:	President
Jim Burton:	Vice President
Jerry Moore:	Treasurer
Steve Koonce:	Secretary
Derek Conn:	Member at Large

B. Community Food Shares Orchard Request

Mr. Scheirman presented a proposal from Community Foods Shares for an orchard in front of the building at 650 Taylor. The Board was generally supportive of the project, approved waiving the standard design review fee, and requested a map be provided of the proposed orchard.

C. Electric Vehicle Charging Station

The Board requested presentation of the electric vehicle charging station be presented at the next meeting.

D. Other

None.

Director Items

A. Executive Session

Not needed.

B. Other

The Board discussed the increase in management services and fees over the past few years. In the discussion, the Board:

1. Asked for a review of management's responsibilities;
2. Requested "best practices" for managing associations and communicating this information with Association Members;
3. Requested a breakdown of CLA services and costs in 2017;
4. Requested information on qualifying to serve on the Metro District Board, including timeframe for upcoming election; and
5. Requested that qualifications for District/HOA Board Membership be verified.

Next Meeting To be determined

Adjournment There being no further business to come before the Board, the Board adjourned at 2:10 p.m.

Respectfully submitted,



Secretary for the Meeting