

**CTC OWNERS ASSOCIATION, INC.**  
**Minutes of Board Meeting**  
**March 4, 2011**  
**1:00 pm**

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A meeting of the Executive Board of this association was held at the office of Stephen Meyers & Associates, 168 CTC Blvd, Unit E, Louisville, CO 80027.

**Executive Board Members Present:** Steve Meyers, Neil Littmann, Daniel Stiehr, Paul Gowling  
Steve Koonce (via conference call)

**Executive Board Members Absent:** None

**Others Present:** Carla Wilson, Property Manager  
Cottonwood Property Services, LLC

**Business Conducted:**

**Election of 2011 Officers**

Election of officers was held. A motion as made by Daniel Stiehr to approve the officers as follows:

Steve Meyers, President  
Neil Littmann, Vice President  
Daniel Stiehr, Secretary  
Paul Gowling, Treasurer  
Steve Koonce, Director

The motion was seconded by Steve Meyers. A vote was taken and passed unanimously.

**Covenants and Enforcement**

Discussion was held on the covenants and how complaints from owners should be address. It was decided that when a complaint is received, Carla Wilson will contact the owner of the property the complaint concerns to determine if a problem exists and there is a violation of the covenants. Carla will report to the Board her findings and the Board will decide the course of action to be taken.

The Board also decided to send a memo to all owners reminding them of the covenants, architectural review process and that it is in the best interest of everyone to keep the park in the best possible condition. This memo will be mailed with the 2011 dues assessments.

The meeting was adjourned.

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Stephen E Meyers, President

Date

**CTC OWNERS ASSOCIATION, INC.**  
**Minutes of Board Meeting**  
**February 3, 2011**  
**3:00 pm**

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A meeting of the Executive Board of this association was held at the office of Stephen Meyers & Associates, 168 CTC Blvd, Unit E, Louisville, CO 80027.

**Executive Board Members Present:** Steve Meyers, Neil Littmann, Daniel Stiehr  
Steve Koonce (via conference call)

**Executive Board Members Absent:** None

**Others Present:** Carla Wilson, Property Manager  
Cottonwood Property Services, LLC

**Business Conducted:**

Discussion was held regarding the Pierce Street Entrance project. The Board reviewed the scope of work and associated costs. An additional \$20,000 is needed to complete the project.

Carla Wilson presented a draft of the 2011 budget. The budget was amended to include the additional funds needed to complete the entrance project. A motion was made by Steve Meyers to approve the budget as amended. Daniel Stiehr seconded the motion. A vote was taken and passed unanimously. The budget will be presented to the owners at the annual meeting for approval.

The Board prepared the agenda for the annual owners meeting to be held on February 23, 2011.

The meeting was adjourned.

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Stephen E Meyers, President

Date