

CTC OWNERS ASSOCIATION, INC

Minutes of Board Meeting January 14, 2005 10:00am

A meeting of the Executive Board of this association was held at the office of Gibbons White, Inc, 2305 Canyon Blvd, Boulder, Colorado 80302.

Executive Board Members present: Chris Boston (The Boston Family, LLC), Dan Stiehr (D4J Enterprises, LLC, Steve Meyers (CTC Industrial, LLC & CTC Office, LLC), Gary Bir (Simon Christensen Partnership)

Executive Board Members absent: Andrew Freeman, (FCF Properties, LLC)

Others present: Jim Burton (Corporate Realty Solutions); Carla Wilson, Property Manager (Cottonwood Property Services, LLC)

Business Conducted: Chris Boston, the current President of this association, called the meeting to order. The first item on the agenda was to elect the officers for 2005, however, this item was moved to the end of the meeting allowing Andrew Freeman time if he was to attend the meeting.

Landscape Project: Along with the review of the 2005 budget a discussion was held regarding Phase III of the landscaping project at the Dillon Road entrance. At the annual meeting Dan Stiehr suggested we look into a xeroscape plan and perhaps getting rid the grass areas along the curb line and replace it with rock or possibly just concrete. This could be a possible saving in water cost. Jim Burton brought up a couple of points (1) the City doesn't like rock along the curb lines do to a safety factor (2) the majority of the water usage is at the north entrance.

Jim Burton presented the plans for this phase of the project. He reviewed what had been done the first 2 phases. The plan for this year is to do one side of the entrance, mainly between the sidewalk and the wall. Jim suggested doing the east side because there is still construction going on along the west side. The owners approved \$20,000 for this phase of the project. Jim is confident the project can be completed within this budget.

A motion was made by Dan Stiehr to approve Jim Burton to get started with the project. Gary Bir seconded the motion. A vote was taken and passed unanimously. Target completion date is the end of May / 151 of June.

Website: A discussion has held on how to enhance the website. Dan Stiehr presented a list of suggestions, which we ran through quickly. Chris Boston asked for a volunteer to work with Marc Gingsberg, the website designer. Chris then made a motion that Dan Stiehr be appointed the point person to work with Marc. Gary Bir seconded the motion. A vote was taken and passed unanimously.

Chris Boston suggested we outline what we want to accomplish with the website in the 1 st quarter of the year. The following are the priority objectives:

- update company page to include "add" or "remove" name
- update contact us / property management page
- revise maps (Steve Meyers will check with the Metro Board to see if they have aerial
- add board members information
- search engines (need to come up with a list of keywords)
- track hits on site

Election of Officers: Chris Boston read the description of the duties of each of the officer positions. In the past the position of Secretary and Treasurer was combined. Because this is not how it is outlined in the By-laws the 2 positions have been separated effective this year.

President: A motion was made by Dan Stiehr for Chris Boston to continue as President for 2005. Steve Meyers seconded the motion. A vote was taken and passed unanimously.

Vice-President: A motion was made by Chris Boston to nominated Gary Bir. Dan Stiehr seconded the motion. A vote was taken and passed unanimously.

Secretary: A motion was made by Chris Boston to nominate Dan Stiehr. Gary Bir seconded the motion. A vote was taken and passed unanimously.

Treasurer: A motion was made by Chris Boston for Steve Meyers to continue as Treasurer for 2005. Dan Stiehr seconded the motion. A vote was taken and passed unanimously.

The newly elected officers for 2005 are as follows:

Chris Boston, President
Gary Bir, Vice President
Dan Stiehr, Secretary
Steve Meyers, Treasurer

No other business was discussed at this time. The next meeting of the board will be in April; date and time to be established at a later date.

The meeting was adjourned.

Daniel H Stiehr, Secretary Date