

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
COLORADO TECHNOLOGY CENTER OWNERS ASSOCIATION
HELD
DECEMBER 10, 2015**

A special meeting of the Board of Directors of the Colorado Tech Center Owners Association was called and held on Thursday, December 10, 2015 at 2:45 p.m., at the Offices of Vaisala, Inc., 194 S. Taylor Avenue, Louisville, CO 80027.

Attendance In attendance were Directors:

Paul Gowing
Daniel Stiehr
Neil Littmann (Director left the meeting at 4:20 p.m.)
Henry Johnson
Steve Mayers

Also in attendance were:

Mathew Mendisco, Jessica Shulo and Kim Herman; CliftonLarsonAllen LLP
("CLA")
Lisa Mayers; Spencer Fane LLP
Mario Pena 481 S. Arthur Avenue
Tom Horst & Emily Higgins 657 S. Taylor Avenue
Jim Thompson 609 S. Taylor Avenue
Ed Ladley 500 S. Arthur Avenue
Chuck Ogsbury 638 S Taylor Avenue
Thomas Gibson, Jeff Cajka & Janell Youngbluth 697 S. Pierce Avenue
Steve Rudolph and Marcia Johnson 416 S. Taylor Avenue
Bruce Teimann 135 S. Taylor Avenue
Mike Gray 195 CTC Blvd.
Rich Coons & Deepika Avanti 685 S. Arthur Avenue

Call to
Order
Administrative
Matters

The meeting was called to order by Director Gowing.

A. Review and Consider Approval of Agenda

Following review and discussion, upon a motion duly made by Director Johnson, seconded by Director Littmann and, upon vote unanimously carried, the Board approved the agenda as amended to include an executive session, agenda item VI. Legal Items.

B. Review and Consider the Approval of October 21, 2015 Meeting Minutes

Following review and discussion, upon a motion duly made by Director Stiehr, seconded by Director Mayers and, upon vote unanimously carried, the Board

approved the minutes of the October 21, 2015 regular meeting as amended with corrections to spelling of Managers name.

Public
Comment

A. Discussion regarding On-Street Parking

15 owners and tenants were in attendance to discuss the possible changes to on-street parking. Owners requested the on-street parking not be enforced as it has not been enforced in the past and it was not fair to begin enforcing it now. Many reported safety concerns and would welcome restrictions on on-street parking by fire hydrants, stop signs, and anything that would cause a safety issue.

Owners and tenants reported speaking with the City of Louisville and being told that the City does not restrict on-street parking, except in areas that violate the Colorado Model Traffic Code. A tenant on the west side of the park stated the west side owners have to have on-street parking as the buildings are older and were built when code required fewer parking spaces per business and on-street parking is the only way to facilitate users and guests.

The Board thanked the owners and tenants for their open dialogue and stated they would communicate any follow up from the Board via email.

Financial
Matters

A. Review and Consider Approval of Claims

Following review and discussion, upon a motion duly made by Director Meyers, seconded by Director Stiehr and, upon vote unanimously carried, the Board approved the claims totaling \$5,890.30.

B. Review and Consider Approval of October 31, 2015 Financial Statements

Mr. Mendisco and Ms. Shulo presented a draft of the October 31, 2015 Financial Statements, stating there would be no need for approval as they were not final; however Mr. Mendisco wanted the Board to see the Financial Statements in their current form and stated that CLA was 95% completed on this task. Outstanding issues are reconciling the Accounts Receivable.

B. Review and Discuss 2016 Draft Budget

Mr. Mendisco presented the draft 2016 budget for Board review. Director Gowing requested details be prepared for the annual meeting as the financials are more detailed than in the past and he wants the Board and management to be prepared to answer questions. Upon a motion duly made by Director Johnson, seconded by Director Gowing and, upon vote unanimously carried, the Board approved the 2016 draft budget as amended adding a line item into the capital fund for wayfinding signage at a projected cost of \$4,000 and increasing the marketing fund to \$3000.

Manager's
Items

A. Update on Covenant Enforcement

The Board discussed the safety concerns and requests made by owners and tenants during public comment. After discussion the Board requested that staff speak with the City of Louisville to have an unbiased review of the Association parking issues and receive recommendations on how to have the property marked to follow the Colorado Model Traffic Code and avoid on-street parking in areas that are deemed safety concerns. The Board also approved Director Gowing and Director Littmann leading the Sub-Committee to meet with the City and the Colorado Tech Center Metro District to accomplish the Board's goals and Mr. Mendisco to send an email to owners and attendees regarding the Board's action plan at this time.

B. Discussion of Annual Meeting Date

The Board reviewed calendars and agreed February 23, 2016 would work for all. Upon a motion duly made by Director Johnson, seconded by Director Meyers and, upon vote unanimously carried, the Board approved February 23, 2016 for the annual meeting and requested Mr. Mendisco speak with the Community Food Share about using a space in their facility.

Directors'
Items

A. Discuss Louisville CEO Forum

Director Gowing presented information regarding the Louisville CEO Forum stating it was a great opportunity for networking within the private sector. The remaining directors stated they would be interested in more information and Director Gowing stated he would also put feelers out in the Association for interested parties.

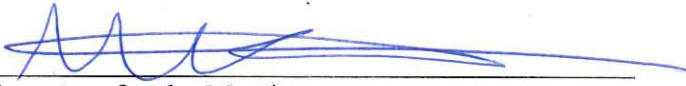
Next
Meeting

The Board reviewed their calendars and proposed the next meeting be held on February 19, 2016 at Crystal Springs as they report having a meeting room.

Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Johnson, seconded by Meyers and, upon vote unanimously carried, the Board adjourned at 4:34 p.m.

Respectfully submitted,


Secretary for the Meeting