

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
COLORADO TECH CENTER OWNERS ASSOCIATION
HELD
FEBRUARY 19, 2016**

A special meeting of the Board of Directors of the Colorado Tech Center Owners Association, Boulder County, Colorado was held on Friday, February 19, 2016 at 3:00 p.m., at Crystal Springs Brewing Co., 657 S. Taylor Avenue, Louisville, CO 80027.

Attendance In attendance were Directors:

Paul Gowing
Neil Littmann
Henry Johnson
Daniel Stiehr
Steve Meyers

Also in attendance were:

Mathew Mendisco and Kim Herman; CliftonLarsonAllen LLP (“CLA”)
Cyndi Thomas, Metro District Board Member

Call to
Order

Director Gowing called the meeting to order at 3:07 p.m.

Annual
Meeting
Process
Review

A. Board Reports

Mr. Mendisco stated all or one Board member could provide updates for owners. The Board agreed it would be best to have one Director give a report and Director Gowing’s agreed he would again. Director Gowing requested all Board members email him by Monday with any ideas or items they would like to have included and he will draft the report for review and approval.

B. Management Report

Mr. Mendisco reported he will provide updates to owners regarding the change in management and answer any questions owners may have.

C. Financial Statement Review

Mr. Mendisco stated he believes Mr. Kevin Collins with CLA will be in attendance to review the year end financial statements. Mr. Mendisco will confirm and notify the Board.

D. Election of Board Members (two seats open)

Mr. Mendisco stated Director Gowing and Director Stieher’s terms were up. Director Stieher reported he did not intend to run again for the Board. Director Gowing stated he intends to run for re-election.

Mr. Mendisco reviewed the election process, stating he would ask owners if anyone is interested in running for the open positions and if only two individuals are interested they will be appointed by acclamation. However, Mr. Mendisco explained if more than two individuals are interested, ballots will be used and an election would take place. The Board had no questions.

Executive
Session

Upon a motion duly made by Director Littmann, seconded by Director Meyers and, upon vote, unanimously carried, the Board entered into Executive Session at 3:27 p.m.

Upon a motion duly made by Director Johnson, seconded by Director Littmann and, upon vote, unanimously carried, the Board adjourned Executive Session at 4:05 p.m.

Items from
Board
Members

A. Other

Snow Removal

Director Johnson requested clarification regarding the snow removal process. Mr. Mendisco stated each lot owner is responsible for snow removal on sidewalks adjacent to their lots. Director Gowing requested Mr. Mendisco contact the City of Louisville regarding plowing the streets as the City had stated the CTC would be a high priority when in moved into their space in the CTC. Mr. Mendisco stated he would contact the City and update the Board.

Craig Hospital Bike Event

Director Johnson reported receiving a request from Craig Hospital to again sponsor the Bike Event that runs through the CTC. He stated the event is scheduled for June 18, 2016.

Upon a motion duly made by Director Meyer, seconded by Director Gowing, and upon vote, unanimously carried, the Board approved a \$300 sponsorship for the Bike Event.

Way Finding Signs in CTC

Director Gowing asked if there was an update on way finding signs for the CTC. Director Johnson stated he did not have an update. Ms. Thomas stated she had read that the City of Louisville was looking into way finding signs for the City and had a study done. She stated she believed the CTC may be able to work with the City to have a joint sign project. Mr. Mendisco stated he would contact the City to obtain additional information regarding their study.

Other
Business

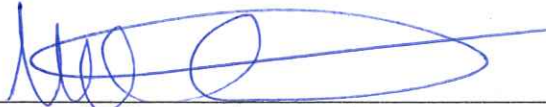
None.

Next
Meeting

Mr. Mendisco stated the next meeting is scheduled for Tuesday February 23, 2016 and is the Annual Meeting. The Board stated they would be in attendance.

Adjournment Upon a motion duly made by Director Gowing, seconded by Director Littmann, and upon vote, unanimously carried, the Board adjourned the meeting at 4:26 p.m.

Respectfully submitted,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above a horizontal line.

Secretary for the Meeting