

RECORD OF PROCEEDINGS

**SPECIAL OWNERS MEETING MINUTES
OF THE
COLORADO TECH CENTER OWNERS ASSOCIATION
HELD
March 1, 2017**

A Special meeting of the Board of Directors of the Colorado Tech Center Owners Association was called and held on Wednesday, March 1, 2017 at 2:00 p.m., at the meeting room of Colorado Food Share, 650 South Taylor Avenue, Louisville, CO 80027.

Attendance

In attendance were Directors:

Cyndi Thomas
Henry Johnson
Jim Burton
Jerry Moore
Steve Koonce

Also in attendance were:

Kim Herman, Kevin Collins and Chuck Reid; CliftonLarsonAllen LLP ("CLA")
Lisa Mayers; Spencer Fane (by phone)

Call to
Order

The meeting was called to order at 2:02 p.m. by Director Johnson.

Election of New
Board Member

Upon a motion duly made by Director Burton, seconded by Director Thomas, and upon vote, unanimously carried, the Board approved the election of new officer, Steve Koonce.

Election of
Officers

The Officers remain as is, including new Board member, Steve Koonce as a Member at Large.

Executive
Session

Upon a motion duly made by Director Johnson, seconded by Director Burton and, upon vote, unanimously carried, the Board entered into Executive Session at 2:05 p.m.

Upon a motion duly made by Director Johnson, seconded by Director Thomas and, upon vote, unanimously carried, the Board adjourned Executive Session at 2:17 p.m.

Administration &
Finance

A. Review and Consider Approval of December Meeting Minutes

After review and upon a motion duly made by Director Johnson, seconded by Director Moore, and upon vote, unanimously carried, the Board approved the December 20, 2016 meeting minutes.

B. Review and Ratify Claims

After review and upon a motion duly made by Director Johnson, seconded by Director Koonce, and upon vote, unanimously carried, the Board ratified previous claims of \$11,356.75.

C. Review and Accept December 31, 2016 Financial Statements

After review and upon a motion duly made by Director Johnson, seconded by Director Moore, and upon vote, unanimously carried, the Board accepted the December 31, 2016 Financial Statements.

D. Review and Accept CLA Engagement Letter Amendment

After review and upon a motion duly made by Director Burton, seconded by Director Thomas, and upon vote, unanimously carried, the Board accepted the CLA Engagement Letter Amendment.

E. Review and Accept CLA Engagement Letter Cash Access Addendum

After review and upon a motion duly made by Director Burton, seconded by Director Thomas, and upon vote, unanimously carried, the Board accepted the CLA Engagement Letter Amendment.

Old Business

A. Website

Ms. Herman update the Board that the website have been update and to be email CLA with any additional changes they would like.

B. Signage

The Board discussed the “Covenant Controlled Business Park – No On Street Parking” signage.

C. Architectural Control Committee

The Board discussed the staff changes the City is currently going through. They

would like to have a clear understanding of the City's referral process.

New Business A. Craig Hospital Bike Event

After review and upon a motion duly made by Director Thomas, seconded by Director Johnson, and upon vote, unanimously carried, the Board approved a donation in the amount of \$300.00 from the Association.

B. Document & Procedure Review

- i. Enforcement
- ii. GeoLens
- iii. Declaration of Protective Covenants
- iv. SB-100 Documents
- v. Dual Association

The Board discussed the above procedures and documents, and requested Ms. Herman to work with Ms. Mayers to confirm all required Legal Documents are in place. Mr. Reid stated he will obtain additional details regarding GeoLens and the database system for the Board to review.

Items from
Board Members

A. Other

None.

Other
Business

None.

Next
Meeting

Next meeting will be May 18, 2017 at 2:00p.m.

Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Johnson, seconded by Director Thomas and, upon vote unanimously carried, the Board adjourned at 4:07 p.m.

Respectfully submitted,



Secretary for the Meeting