



# Change of Officers

64593-64485

Fee: \$25.00

City of Madison Clerk  
210 MLK Jr Blvd, Room 103  
Madison, WI 53703

licensing@cityofmadison.com  
608-266-4601

(License number)

Class A:  Beer,  Liquor  
Class B:  Beer,  Liquor,  
 Class C Wine

Balden, #17  
(Alder Name and District Number)

(Legislative File Number)

- This application is to inform the city of any changes in corporate structure.
- **The fee** for filing this application is \$25.00.
- Please include a completed a **Background Investigation Form** and copy of a **picture ID** for each **new** officer/member/director with this application.

## Corporate Information

## Licensed Premise Information

**Business Legal Name:** Madison High Crossing Lodging Investors LLC

**Business dba Name:** Courtyard - Madison East

**Business Address:** 1600 Aspen Commons, Ste 200, Middleton

**Licensed Address:** 2502 Crossroads Dr, Madison, 53718

**Corporate Contact Name & Position:** \_\_\_\_\_  
Catherine Gillman, General Counsel

**Business Contact Name & Position:** \_\_\_\_\_  
Jeff Ryan, General Manager

**Phone & Email:** 608-662-3615, cgillman@ncghotels.com

**Phone & Email:** 608-661-8100; jryan@ncghotels.com

List New Officers/Members/Directors, if applicable (attach background check form for each):

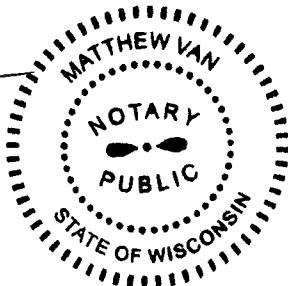
Name	Title
Judith P. Raymond	Member Manager
Officers/Members/Directors who will no longer hold their positions:	
Name	Former Title
C.J. Raymond	Member Manager

Do any of the officers/members/directors possess any interest or control in any other Class A, B or C license?  
 No  Yes, explain: See attached list.

After this change, how many total officers/members/directors will be in the organization?: 2

Will this change alter your business plan?  No  Yes, please attach new business plan with application.

Judith P. Raymond  
Authorized Signature



Subscribed and sworn to before me this  
21<sup>st</sup> day of September, 2018

Matthew Van  
Notary Public, Dane County, Wisconsin

REV 08/2017

My Commission Expires May 2, 2020



**NCG**  
NORTH CENTRAL GROUP

**Via Regular Mail**

September 27, 2018

City of Madison Clerk  
210 Martin Luther King Jr Blvd, Room 103  
Madison, WI 53703

**RE: Change in Members - Liquor Licenses**

To Whom it May Concern:

We are writing to inform you that on May 23, 2018, Charles Jeffrey (C.J.) Raymond passed away. Jeff Raymond was a Member, along with David A. Lenz, of the following entities which hold liquor licenses in the City of Madison:

- Madison High Crossing Lodging Investors, LLC (Courtyard Madison East), license #64593-64485
- Madison High Crossing Lodging Investors II, LLC (Fairfield Inn & Suites Madison East), license #LICLIB-2011-00426
- Madison East Lodging Investors, LLC (Hampton Inn Madison East), license #LICLIB-2013-00862
- Madison West Princeton Hotel Investors II, LLC (Hampton Inn & Suites Madison West), license #72709-80665
- Madison West Princeton Hotel Investors I, LLC (Homewood Suites Madison West), license #74215-82996

Judith P. Raymond, Jeff's wife, has replaced him as a Member of these entities. There is no change in the management or ownership of the properties. North Central Management, Inc. continues to manage day-to-day operations at the hotels.

Enclosed please find:

- Change in Officer form and fee for each license
- Background Investigation Form for Judith P. Raymond
  - List of liquor license Ms. Raymond is associated with
  - Copy of Ms. Raymond driver's license

If you have any questions, please reach out to me at (608) 662-3628.

Sincerely,

**NORTH CENTRAL GROUP**

Christine Hoebel  
Legal & Finance Coordinator

cc: Bob Bruni

