



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD SEPTEMBER 24, 2018  
AT 2:00 P.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Monday, September 24th at 2 p.m., at 13977 Milam Rd., Colorado Springs, CO.

In attendance were Directors:

Bart Atkinson, President  
Gregg Cawfield  
Bill Heeter  
Ecton Espenlaub  
Lynn Shepherd

Also in attendance were:

Jamie Adams, Warren Management  
Kevin Walker, Walker Schooler District Managers  
Kristina Kulick, Walker Schooler District Managers

1. Call to Order: The meeting was called to order by President Atkinson at 2:05 p.m.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Atkinson confirmed a quorum.

3. Approval of the Agenda: Mr. Walker suggested postponing the approval of the minutes for next month's meeting so there is time to go over the minutes. He explained that he kept the minutes long on purpose due to the discussion of the audit and snow plow issue so that it can be referenced if needed in the future. Director Heeter said he thinks the minutes should be brief and is concerned about too much detail being included. Director Cawfield pointed out that these are open meetings and he would not change what he says in a meeting regardless of who is in attendance. President Atkinson said he is okay with annotating the minutes and making edits that don't reflect the whole content of the meeting. The Board decided to postpone the vote on the minutes to allow more time for review.

4. Consent Agenda Items:

- a. Approval of Board Meeting Minutes from the August 13, 2018 Meeting
- b. Acceptance of Unaudited Financial Statements as of August 31, 2018, the schedule of cash position updated as of August 31, 2018 and bank statements

The Board decided to postpone the approval of the Consent Agenda Items to give board members a chance to review in detail.

5. Consideration of items removed from Consent Agenda:

6. Management Matters:

- a. Contract Update – Independent Contractors: President Atkinson said he has reviewed everything and all that is left to do is finalize a few things and have the contractors sign the contracts. Director Cawfield asked about subcontractors that act as an agent of the District and the potential for liability in an accident; President Atkinson explained that the subcontractors are not security for events but are hired to set up events and monitor them. Mr. Walker explained the rental contract makes the renter liable for damages. Director Cawfield asked if the renter is required to have insurance; President Atkinson said no they are not. The initial contract was drafted by an attorney and reviewed by Mr. Susemihl. Mr. Walker explained that the District is acting as a government entity and with additional insurance, they are well protected. Director Shepherd asked how the payments are made; Mr. Walker said the District accepts payment into their account. Director Cawfield discussed the weekend cars racing down the streets and explained that is what made him think about the liability and exposure of the District.
- b. Maintenance Update
  - Lodge: Ms. Adams told the Board that a leak occurred a couple of weeks ago. Ms. Adams discussed the bids for the replacement of the furnace. Fountain Valley's bid was the low bid at \$3,995 with a service agreement cost at \$975 for 2 years. Director Espenlaub moved to accept Fountain Valley proposal for the furnace replacement, seconded by Director Shepherd. Motion passed unanimously. Director Espenlaub moved to accept the Fountain Valley 2-year service agreement, seconded by Director Heeter. Motion passed unanimously.
  - Ms. Adams said the issue on Staffshire is repaired and the light will be up and running. Winslow was delayed due to an issue with Falcon Broadband facilities in the area.
  - Landscaping, Irrigation, Trail: Ms. Adams updated the Board that there was a valve problem discovered. President Atkinson said he was involved and it would take a few more visits to get it pressurized and fixed. Director Heeter expressed ongoing concern that this is a chronic problem and needs a better solution. Director Heeter and Director Espenlaub said they hoped the cost to fix this would be in the 2019 budget year. Director Shepherd expressed concern about the plants without watering for an extended period; Ms. Adams concurred. Director Shepherd suggested shutting down the system for the year and letting them die and then replacing them next year with drought tolerant plants that are better suited for the environment that will not rely as much on the irrigation. Director Cawfield spoke with the contractor about various issues including water being delivered to the pond. Director Cawfield suggested having Robertson's hired as irrigation contractors as soon as possible. Mr. Walker recommends trying to get the overall system study done quickly in this year and then budget repairs next year. Director Heeter said he would like to get a proposal from Robertson's. Ms. Adams said she will get that done.

Director Espenlaub discussed concerns about the trail maintenance program. Director Heeter said about 75% of the trail is El Paso County property, that they were interested in signing an agreement regarding trail maintenance based on a 2011 draft. President Atkinson said the County gave us the opportunity but not the responsibility to take care of their trails in a previous agreement. Ms. Adams said the County believed that to be only a “handshake” agreement; President Atkinson agreed to send the Park Land Agreement to the Board that discusses this issue. Director Shepherd stated the County does not have the man power to maintain the trails. Director Heeter agreed the trails are not currently being maintained. Director Shepherd suggested that residents and the contractor meet for some training with the Rocky Mountain Field Institute President. The Board decided to get Rocky Mountain Field Institute and the contractor Ashley together for training as soon as possible and then work on getting the residents involved in training. Ms. Adams said she will get in contact with Rocky Mountain Field Institute.

- c. Lodge Rental Status and Lodge Operations – Director Shepherd asked if booking fees are reimbursed if an event cancels; President Atkinson said no and the District keeps a \$250 fee. Director Shepherd expressed concern that the pricing was too low and that some bookings had not paid; Mr. Walker said that payments were collected but may not be timely reflected in the report. The Board expressed concerns about the bookkeeping of the deposits and fees, Mr. Walker said he would update the Board on this matter. Director Cawfield said that he is not sure it is worth it due to the added traffic and cars in the development, and he thinks it would lower the costs of the insurance. President Atkinson said the insurance will not be lowered because the District still must insure the assets and that it is possible the utilities might be lower. He continued that the District still clears \$60 - 70,000 a year on the Lodge events. Director Heeter asked that we look at the fee structure such as the cancellation fees and suggested that a 50% cancellation fee be reviewed. President Atkinson said the revenue is to help maintain the community and not for debt reduction. Director Shepherd asked if Michelle would share her Google calendar of events for the Lodge. President Atkinson said he will have her share the calendar with the Board.

- d. Shed Status – Missing Material? - Director Heeter said he has the mowers and he took them to get repaired for the auction. One is back from being repaired which was at no cost due to it just being a bad oil issue. The second one is being repaired now.

Director Heeter discussed options with the auction company and uses for the building. After Board discussion, Director Heeter moved to proceed with the auction; seconded by Director Shepherd. Director Cawfield was excused. Motion passed.

- e. Security Systems – Mr. Walker updated the Board that ADT is shut down at the Lodge.
- f. FEMA Collection – President Atkinson said everything has been submitted and on hold and there are no changes from last month.
- g. USPS Locker Update – Mr. Walker told the Board we have the specs and it would be \$1,800 for 2 pads. Director Espenlaub moved to approve the work for the 2 pads; seconded by Director Heeter. Motion passed unanimously.

- h. Meeting with HOA – The annual meeting with the HOA is scheduled for November 14<sup>th</sup>, 2018.
- i. HOA Maintenance Takeover (request by Director Cawlfeld) - Director Cawlfeld discussed the HOA budget and how they are possibly cutting services because of the lack of funds. He suggested that the District and HOA should be more aligned. The HOA fee is capped at \$400 and it cannot be increased despite rising costs. Mr. Walker pointed out some potential for the District to take some of the responsibilities but that may mean some changes to taxes and the service plan. Director Cawlfeld asked if there was something in the short term that the District can do as far as budgeting. Mr. Walker stated they can take over maintenance of some items. Director Heeter will get the Board the HOA budget. Director Espenlaub suggested this may be something to discuss in the annual HOA meeting.
- j. Signage for dogs on leash (request by Directors Cawlfeld and Shepherd) - Director Cawlfeld asked about 40 dog signs that were in the shed 9 months ago but are no longer there. President Atkinson said he does not know who or why someone would take them and wondered if they got trashed. Director Heeter said the County says we cannot enforce the dogs on leashes, but they are in the process of changing the policy. Director Cawlfeld would like the signs to be put back up on the trails. The Board will continue to look for the signs.
- k. Other Matters - There was no discussion.

#### 7. Financial Matters:

- a. Approval of Payables for the Period Ending July 16, 2018 – Director Shepherd moved to approve the payables for the period ending July 16, 2018 except Holbrook; seconded by Director Espenlaub. Motion passed unanimously. The Board discussed the office space in the Lodge that is currently being rented.
- b. Reimers Payment – Mr. Walker said somebody did not tell Reimers that they were going to have to pay us more. Reimers sent the invoice back with a note that said they are not going to pay the additional amount. Director Cawlfeld asked when they found out about the price increase. President Atkinson said he told Reimers at the Barn when he gave them the trees. President Atkinson suggested meeting with them to get clarification. Director Cawlfeld said he would meet with him as well. Director Heeter thinks there are 2 issues, first the debate of \$750 and then the fact that he is saying he paid for 6 already. Director Cawlfeld said he wants proof from Reimers that he already paid for them.
- c. Preliminary Budget Review for 2019, Budget Restructure – Mr. Walker passed out the preliminary budget to the Board based on work from Directors Heeter and Espenlaub. Mr. Walker explained what he did for the restructure of the Budget and that it looks like we will be going into the 2019 budget with \$40,000. He said this is a draft budget and we have 2 meetings until it must be final. President Atkinson thanked Mr. Walker for doing this. Director Heeter clarified that the budget did not include the FEMA funds. Director Espenlaub said he is concerned about starting the year with \$40,000 and ending with \$2,000. President Atkinson asked if Directors Heeter and Espenlaub would look at

the budget draft for next meeting with a proposed 2019 budget. Mr. Walker explained the tax valuations went down and that it may be due to the gap between the completed and incomplete houses being built and that we were making more money on the vacant land.

8. Legal Matters: There was no discussion.

9. Public Comment: There were no public comments.

10. Other Business:

- a. Next Meeting – The Manager will be out of town on October 8, 2018, so the Board decided on October 16, 2018 at 2:00 p.m.
- b. President Atkinson said would like for the Board to for a replacement member. Director Cawfield suggested looking at past Directors. Director Shepherd suggested that President Atkinson give a date for his last day. President Atkinson said he will think about what his last day will be.

11. Adjournment: The meeting was adjourned at 4:44 p.m.

Respectfully Submitted,

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By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 24, 2018 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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Bart Atkinson, President

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Gregg Cawfield, Director

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Bill Heeter, Director

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Ecton Espenlaub, Director

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Lynn Shepherd, Director