



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD APRIL 8, 2019
AT 2:00 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Monday, April 8th at 2 p.m., at 13977 Milam Rd., Colorado Springs, CO.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Lynn Shepherd
Gregg Cawfield

Also in attendance were:

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

1. Call to Order: The meeting was called to order at 2:04 p.m. by President Heeter.

2. Approval of the Agenda: President Heeter added an Agenda item for an update to the busted curb at Milam and Saxton. President Heeter also added an update on survey participation. Director Espenlaub added retention pond discussion to the Agenda. Director Espenlaub moved approval of the agenda as amended, second by Director Caulfield; motion passed unanimously.

3. Approval of the March 11, 2019 Meeting Minutes: President Heeter noted a correction to item f., update on postal boxes, three of the four box stations for a total of 12. Mr. Walker will clarify the minutes. Director Espenlaub moved to approve the March 11, 2019 meeting minutes; seconded by Director Shepherd. Motion passed unanimously.

4. Financial Matters:

- a. Review of Financials – Year and month to date: Director Espenlaub explained he fixed a cell on the budget spreadsheet that was doubling in error. He added that he is working on tracking down the general repairs and maintenance. Mr. Walker pointed out that snow removal is way over budget, but the rest is tracking fine with concern about the projected capital items. The Board discussed that they would know more about the District's income in June after receiving tax payments.

Director Cawlfeld asked about an update on FEMA. Mr. Walker said there was limited activity but no indication that this will resolve shortly. Director Cawlfeld suggested that we work to resolve this matter more diligently. Mr. Walker will continue to pursue this matter with additional urgency. President Heeter suggested a due date for getting all the FEMA records. The Board agreed on a deadline of June 1st to be provided copies of all the records from FEMA from Mr. Atkinson.

- b. Acceptance of Unaudited Financial Statements as of March 31, 2019, the schedule of cash position updated as of March 31, 2019 and bank statements: Director Shepherd moved to accept the financials; seconded by Director Cawlfeld. Motion passed unanimously.
- c. Approval of Payables for the Period Ending March 8, 2019: Director Espenlaub moved to approve the payables; seconded by President Heeter. Director Espenlaub asked if the annual inspection is required by insurance. Mr. Walker said it is not written in the code but needs to be done for fire code. Ms. Adams said it is scheduled in March every year and they test fire alarms and update fire extinguishers. Director Espenlaub asked about the phone. Mr. Walker confirmed the phone is WIFI. Motion passed unanimously.

5. Management Matters:

Subcommittee Reports

- General Lodge Management
 - Lodge Rental Agreement modifications
 - Reschedule work session for Lodge Strategic Plan
 - Market review for business meetings

Director Shepherd distributed new draft contracts and observed that the rate structure was at the low end of the market; her recommendation is to increase the high season, weekend rate to \$3,500 from the rate of \$2,800. The draft contracts also revised the cancellation policy and added an arbitration clause. Director Shepherd discussed that she is concerned we are leaving money on the table and suggested giving a deadline of May 1st for the new rate to be effective. President Heeter said he would like to do it all at the same time and suggested having a strategic planning meeting in the next few weeks to iron out the details and changes. He also wants to know how the new fees will affect the residents. The Board discussed potential changes to the operations of the Lodge and events. Director Shepherd brought up the floors being refinished without permission and without the work being competitively bid out. An option for event management might need to be considered if there was a change in the management structure. The Board decided to reschedule a retreat to work out these issues and have a strategic meeting first, then a draft proposal including the scope of work and job description for facilities manager and event employees. The Board agreed to meet on April 30th at 9:00 a.m. at the Lodge to work out more details.

Mr. Kelley suggested getting the scope of work from Warren Management for Wolf Ranch as an example or guide. President Heeter asked Mr. Walker request turnover of the Lodge records and FEMA records by June 1st. Director Shepherd said she will request those records from Ms. Atkinson. Director Cawlfeld asked if we have a clear understanding of who attends events and what workers are here during those events. The Board agreed that the Lodge needs to be run more like a business.

AV Proposals and Decision - President Heeter updated the Board that he received proposals

from Soundshop and Homerun Electronics that were between \$10,000 to \$12,000. President Heeter said he has requested a presentation from each, he will ask them to explain how to set everything up and their recommendations on projectors, etc. The Board should have complete proposals by May 13th and can discuss more after the strategy meeting.

- Landscaping, Irrigation, and Ponds
 - Improvements and maintenance for our community landscaping plan
 - Irrigation start up plan
 - Extension of irrigation to Holmes on Vessey
 - Tree Transplant plan for medians
 - Update on pond/fish plantings

Ms. Adams said she would talk with A Cut Above on the cost for extension of irrigation to Holmes on Vessey. Ms. Adams said once the valve is taken care of, the repairs should start April 22nd. The irrigation start-up for the season will be the first week of May. The pond is turned on and running smoothly, and Ms. Adams said she requested more fish and the addition of lily pads. Director Cawlfeld suggested more fish; Ms. Adams noted the District spent \$1,100 last year on fish. The Board decided to defer to the professionals on the amount of fish needed and their recommendation and will go straight to the contractor. The Board authorized Ms. Adams to stock the ponds if better to do so before the next meeting.

Director Cawlfeld updated the Board on landscaping and said he and Ms. Adams met with A Cut Above. He discussed that most medians were neglected since the developers first installed. Director Cawlfeld said he looked at other communities to see what similar entrances and medians appear. He showed an example of High Forest Ranch – mixtures of spruce and annuals. Current CP landscape includes dead trees and shrubs, incomplete landscaping, non-diverse trees, and Vessey is lacking landscaping around the monument. Director Cawlfeld explained the benefits of having a diversity of tree species. Director Cawlfeld presented a draft plan in 3 phases (see attached). Director Cawlfeld asked the Board for other ideas on amenities for the future, since we are in a good position now it would be nice to be able to show residents our plan. The Board discussed ideas such as a playground and activities area, benches for the lake area, etc. Director Cawlfeld Phase 1 would be done this year and Phase 2 would be for next year. The Board discussed the landscaping budget and the cost for the contract with A Cut Above as well as the \$10,000 irrigation repair project. Mr. Walker said the retention pond repairs could be phased. President Heeter said he thinks Director Cawlfeld's landscaping presentation is terrific and he is not proud of the current community look. Director Cawlfeld said we will get the biggest bang for the buck with the main entrance and Lodge entrance landscaping. He suggested doing those areas first and see where we land with the budget. He noted that next 60 days is prime planting season. In Fall, they could slowly introduce phase 2 plans, but prioritize certain islands that are more visible. Director Cawlfeld went over costs and estimated that phase 1 would be \$29,000. The Board discussed larger monuments for the Lodge or possibly moving the existing sign to be more visible. Mr. Walker went over the committed capital improvements and the total costs for those. Director Shepherd said this is a great thing to share with the community. The Board discussed that this would be coming out of landscape, maintenance, snow removal, and the infrastructure and replacement budget. President Heeter noted the large carryover amount from the budget last year. Mr. Walker said he would work on getting a better itemized budget for the Board. The Board agreed to wait and see what they have as far as budget to make any decisions.

- Trails: Timetable for trail-grading, additional equipment, Update on the timing of installation of No Uncontrolled Dogs Allowed on Trails signs

Director Espenlaub said he will begin training on April 26th. Director Espenlaub discussed the erosion on the trails and that it will need a lot of dirt. He said El Paso County has a program and if we are willing to take a lot of the dirt, we could buy from the County for \$1 per ton. Director Espenlaub said he will be getting a tamper and a heavier rake and will purchase brown paint to paint the steel poles. He noted the County signs are leaning and suggested re-anchoring them. Mr. Walker said the No Uncontrolled Dogs Allowed signs should be done this week.

- Metro District Financing – Service Plan Amendment and fee for County Review
 - Legal Representation for District – RFP for services
 - Financial Assistance to HOA related to chipping

Mr. Walker discussed negotiations with the County about their review fee being negotiated. Mr. Walker said they will have an RFP shortly. Mr. Kelley said we will need some information before we talk to the County and they started the process with HOA Board in March. He hopes the HOA agrees to look at a long-term budget of 5 to 10 years and will come up with their recommendations of tasks to transfer to the District. He said they agreed to decide on recommendations at the May meeting. Mr. Kelley hoped that there were minimal changes to the Service Plan. Director Cawfield discussed adding the chipping program to the District; Mr. Walker and Mr. Kelley disagree about the legal underpinning of this task and will need legal guidance. Mr. Kelley hopes the HOA can get a good budget plan and not transfer some of the tasks. The timetable for Service Plan amendment is fall of 2019.

- Sale of equipment in storage shed – Skids, Roll-Off Dumpster

President Heeter said MaxSold did a great job and there is activity on the items, but most activity will be in the last 48 hours of the auction. Big ticket items have low bids currently except the ATV. The Board suggested a larger roll-off dumpster to prevent the recurring dump charge.

- Update on New Parcel Boxes near Mail Station

President Heeter said we are still waiting on installation since it will only take 2 weeks to get the parcel boxes and a week for the concrete. President Heeter said he can stake the area so they know where to pour.

6. Legal Matters

- a. Discussion of Board Candidate Interviews/Selection of new Board Member: President Heeter asked for guidance on what the Board can discuss as far as the candidates. Mr. Walker confirmed there are no restrictions. President Heeter explained there were 4 candidates and Directors Espenlaub and Shepherd interviewed all 4 on the same day. Director Shepherd said they were all very good candidates. Director Espenlaub said he felt 2 of the candidates lacked experience, and Mr. Kelley has more experience with the community. Director Espenlaub nominated Mr. Kelley to the Board; seconded by Director Shepherd. The Board opened the meeting up for discussion. President Heeter said he feels Mr. Kelley has shown the most interest, his focus on financials is helpful and thinks he

would add an element to the Board that is needed. Motion passed unanimously. Mr. Walker said he will send Mr. Kelley the Oath of Office and will then submit to County Clerk and Recorder. President Heeter asked Mr. Kelley if he would be willing to work on the cost of operating the Lodge. Mr. Kelley said yes, he would absolutely help. Mr. Kelley said he is looking forward to the Lodge discussion since there is so much potential there. President Heeter said he feels the structure of the Board and how everyone is working together is fabulous and strong. The cooperative spirit of the Board is great and to be acknowledged. President Heeter noted that Mr. Kelley's term is up in 2020 and he will need to go up for election in 2022 as well. Mr. Walker clarified that it is due to being appointed to the Board. The motion passed unanimously.

7. New Business

- a. Milam and Saxton Curb Damage: Mr. Walker thinks the County snow removal that was responsible. The Board also discussed the potholes on Vessey and Mill Haven.
- b. Survey Response: Ms. Adams said 22 people responded to the Survey and the low turnout may be due to timing with Spring Break. The HOA decided to have first survey open ended and do a second survey with options. The Board decided to extend the survey to the 15th with another email blast. The Board discussed an incentive for survey responses. Ms. Adams said the majority response was to keep the Lodge as a money maker and feedback has been positive. Mr. Kelley requested the data from the survey be provided before the April 30th meeting.

8. Public Comment: There was no public comment.

9. Other Business

- a. Next Meeting - May 13, 2019 at 2:00 p.m. and an added workshop on April 30, 2019 at 9:00 a.m.

10. Adjournment: The meeting was adjourned at 4:41 p.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 8, 2019 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Bill Heeter, President

Lynn Shepherd, Vice President

Ecton Espenlaub, Treasurer

Gregg Cawfield, Assistant Secretary

Vacant, Director