



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD MAY 13, 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, May 13<sup>th</sup> at 2 p.m., at 13977 Milam Rd., Colorado Springs, CO.

In attendance were Directors:

Bill Heeter  
Ecton Espenlaub  
Lynn Shepherd  
Gregg Cawlfeld  
John Kelley

Also in attendance were:

Jamie Adams, Warren Management  
Kevin Walker, Walker Schooler District Managers  
Kristina Kulick, Walker Schooler District Managers  
Scott Alamo, Sound Shop

1. Call to Order: The meeting was called to order by President Heeter at 2:07 p.m. He noted all Board members were present.

2. Approval of the Agenda: Director Espenlaub moved to approve the Agenda; seconded by Director Shepherd. Motion passed unanimously.

3. Approval of the April 8, 2019 Meeting Minutes: Director Cawlfeld moved to approve the April 8, 2019 meeting minutes; seconded by Director Espenlaub. Motion passed unanimously.

4. Management Matters:

a. Subcommittee Reports

• Lodge

Meeting with Bart and Michelle Atkinson: Mr. Walker updated the Board on his meeting with the Atkinsons. Mr. Walker informed them that the District intends to solicit marketing and event management proposals for the Lodge based on new criteria and they are welcome to bid as well. The meeting went very well.

The Atkinsons request Board approval to hold an event at the Lodge for no charge. Following discussion, Director Espenlaub moved to approve the Atkinson's request to

rent the Lodge as a District member; seconded by Director Cawlfeld. Motion passed unanimously.

- Continue Vision/Mission/Strategies and Management Discussion: Director Shepherd reported that she has developed job descriptions for the Lodge management proposal. She discussed the job titles for the on-site staff for days of events, and details of the specific job duties that the Board feels is important such as monthly reporting, office hours, hiring training and scheduling event supervisors. Compensation and who the subcontractors will report to all needs to be defined as well. Director Shepherd noted the website and marketing may be separated tasks. The Board discussed goals to maintain the 80 to 100 events at the new price point and boost revenue to help with the improvements around the Lodge. The Board discussed an event at the Lodge the previous Friday where parking and music violations might have occurred and that Mrs. Atkinson who was out of town at the time. There was also a lack of coordination with the on-site staff in her absence. The Board discussed the importance of the on-site Event Supervisor position and will continue to make suggestions on this. The Board decided to take time to review and go over in more detail next month.
- Review AV Quotes: Mr. Scott Alamo with Sound Shop presented the proposal for the A/V for the Lodge. The Board considered the options of a projector or a mounted television. The Board discussed the benefit of saving money with the television and sound system upgrades instead of investing in an expensive projector and large screen. The Board decided to postpone their decision until next meeting to allow time to research televisions.
- Contract Revisions: The Board discussed having a subcommittee for more detailed discussions on the Lodge and to help shorten the length of the meetings. Mr. Walker suggested they adopt the fee schedule and authorize the President to complete the contract. Director Shepherd was excused and left the meeting at 3:45 p.m. The Board discussed the changes at length, especially District resident's fees. Following discussion, Director Espenlaub moved to authorize President Heeter to make changes to the fee schedule for non-resident public events and the new contract. Director Kelley said he wanted to go over the changes to the contract so that the Board is aware of them. The Board agreed to go over the changes in detail. Director Kelley reviewed the important changes in the contract in detail. The Board agreed to continue this discussion at the next meeting.
- Lodge Repair from Damages: Mr. Walker said he met with the resident whose landscapers used the Lodge for staging and caused curb damage. Director Cawlfeld asked about issuing a fine to the homeowner for the damages. Mr. Walker explained we have no way to fine them. The Board requested that Mrs. Adams add this issue to the HOA Meeting for a possible fine or violation discussion. Mr. Walker will follow up with them and send them a bill if they don't have it repaired.
- Landscaping, Irrigation and Ponds  
Continued Discussion: Director Cawlfeld suggested the Board authorize a budget and the subcommittee prioritize the work that needs to be done. Mr. Walker went over the budget and numbers for planned capital improvements as well as potential repairs needed. Director Cawlfeld noted the County may be responsible for the repairs on the

pipe by the culvert. Director Cawfield said the price would be roughly \$28,661 to get everything done as far as landscaping needed not including time and contingency materials. He added that he will discuss this with A Cut Above to get a better idea of time and materials. The Board decided on \$45,000 as the capped amount to spend on the landscaping project and the Lodge plan combined. The Board went over the plan for Lodge improvements and supplies needed. The Board allocated \$30,000 for landscaping and \$20,000 for Lodge. The Board agreed to prioritize landscaping work around the Lodge and revisit later if needed. Director Espenlaub moved to approve the discussed budget plan for landscaping and the Lodge; seconded by President Heeter. Motion passed unanimously.

- Milam Valve Replacement Update: Mrs. Adams reported that they found the valve is broken, so the plan is to abandon the valve in the road for now to prevent having to drain the pond and they suggested cutting off that section instead.

The Following items were deferred for further discussion

- Irrigation Startup Date:
- RFP for Vessey/Holmes:
- Trails
  - Trail Seminar
  - Repair Status
- Metro District Financing
- b. Sale of Equipment in Storage Shed Final Results
  - What do we do with the storage shed?
- c. Update on timing of installing Speed Limit signs
- d. Update on timing of installation of No Uncontrolled Dogs Allowed on Trails signs
- e. Update on New Parcel Boxes near Mail Station
- f. Legal Representation for 2019 RFP
- g. Financial Assistance to HOA
- h. Snow plowing update – 2020 agreement
- i. Black Forest Incorporation discussion
- j. Update on HOA
- k. FEMA Update

#### 6. Legal Matters

#### 7. New Business

#### 8. Financial Matters

- a. Acceptance of Unaudited Financial Statements as of April 30, 2019, the schedule of cash position updated as of April 30, 2019 and bank statements: Director Espenlaub moved to accept the unaudited financial statements; seconded by President Heeter. Motion passed unanimously.
- b. Approval of Payables for the Period Ending May 9, 2019: Mrs. Adams confirmed one of the waste removal invoices was for the roll-off dumpster. Director Espenlaub noted a change to the categorization. Director Espenlaub moved to approve the payables; seconded by President Heeter. Motion passed unanimously.

9. Public Comment: There was no public comment.

10. Other Business

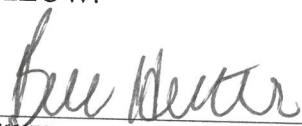
a. Next Meeting June 10, 2019

11. Adjournment: Director Espenlaub moved to continue the meeting to May 20, 2019 at 2:00 p.m.; seconded by Director Cawlfeld. Motion passed unanimously at 5:32 p.m.

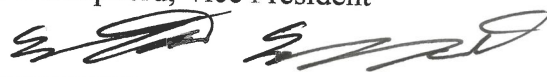
Respectfully Submitted,

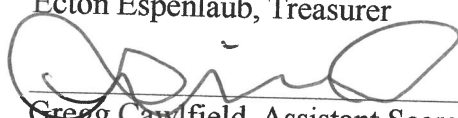
\_\_\_\_\_  
By: Kevin Walker, District Manager

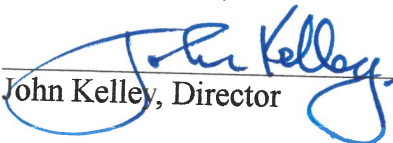
THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 13, 2019 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
\_\_\_\_\_  
Bill Heeter, President

  
\_\_\_\_\_  
Lynn Shepherd, Vice President

  
\_\_\_\_\_  
Ecton Espenlaub, Treasurer

  
\_\_\_\_\_  
Gregg Cawlfeld, Assistant Secretary

  
\_\_\_\_\_  
John Kelley, Director