



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD JANUARY 21, 2020
AT 9:30 A.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, January 21st at 9:30 a.m., at 13977 Milam Rd., Colorado Springs, CO.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
John Kelley
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: President Heeter called the meeting to order at 9:32 a.m. after confirming a quorum was present.

2. Approval of the Agenda – Director Cawlfeld Excused

3. Old Business:

- a. Review of 2019 Budget Amendment: Mr. Walker discussed the principal findings of the 2019 Budget Review and that ultimately the District will begin the year where they initially thought they would. He said he is relatively confident that where we are at the end of the year is what is presented in the attached memorandum.

Mr. Walker said he believes the Walker Schooler District Manager's management practices contributed to the confusion and lack of confidence in the year end budget process. Mr. Walker discussed that new capital projects were not accounted for adequately. His recommendation to remedy this including having a Project Manager review invoices against the budget and separate reporting of those capital budgets. Invoicing was complex and were not properly accounted for. Mr. Walker recommends separate contracts and invoicing for new projects and more care by Manager of review of cost splitting of invoices. Income projections were inaccurate for Lodge Rentals, so Mr. Walker recommends a better review and understanding of Lodge rental status and projections should be accomplished and reported monthly. Budget bookkeeping did

not reflect proper categories, so a review of cost categories and budget amendments to reflect current project needs should be accomplished. A report of recommended budget changes should be made to assist Board understanding of current situation instead of trying to keep up with strict budget categories. Accounts Payable was not consistent and created reporting issues. Mr. Walker recommends keeping a consistent meeting schedule, check approvals once a month, and one-off check writing should be kept at a minimum and should require Treasurer and President approval in writing.

Director Espenlaub discussed the creation of a budget category for new capital improvements for the Lodge. The Board discussed how they will categorize maintenance versus capital improvement costs. The Board went over money spent on capital improvements later in 2019. The Board agreed that it would be helpful to see the separate charges and line items from A Cut Above, and that they should provide detailed invoices. Mr. Walker noted he can create a file where all invoices are scanned so they can be available to the Board for review and he will work with A Cut Above to provide detailed invoices.

President Heeter expressed concerns about last year and that he felt money was committed broadly and the money was spent and then we found out after. He added that someone should be filtering and making sure we stay within the budget. The Board discussed and agreed to set a threshold of \$1,500. Mr. Walker suggested a Project Manager and having the Treasurer help make sure the spending is within budget.

Director Shepherd asked if we are receiving invoices in a timely manner. Mr. Walker noted there were a few invoices received out of order recently in relation to the AV upgrades, but we need to make sure that is not common practice.

The Board discussed how things like landscaping and the valve repair are difficult to estimate ahead of time. President Heeter noted the \$28,000 additional expenses in landscaping that was spent without an estimate prior to expenditure. The Board agreed they would like to be able to plan and the landscaping is a big budget item. Director Shepherd said she likes Mr. Walker's recommendation to tighten things up and creating a routine and procedure for reviewing and paying invoices. President Heeter suggested having each committee manager report to the Board on their numbers. There could be a Budget Review item added to the Agenda where each person reports on expenses and budget review. President Heeter offered to take over the landscaping committee on an interim basis and meet with Mr. Cawlfild.

Mr. Walker discussed that at the end of 2018, there was a lot of cash coming in from the Lodge and the bookkeeping issue was discovered and repaired. This makes projecting income from the Lodge difficult and with the new pricing structure and how the market is reacting to that. President Heeter added that we need to control the expenses since we cannot control the income. Director Shepherd asked if it would make sense to hold expenses during the last quarter and front load the expenses to the beginning of the year. Mr. Walker agreed and noted a 12-month cash flow projection could be helpful so they know what taxes will be received. Mr. Walker said he updated the budget with committed 2020 events and income is showing \$82,000 for the year at this point. Mr. Walker said he can work with Director Kelley to get a better projection

on Lodge income and provide a monthly report on a more accurate basis to the Board. Mr. Walker noted with the previous Lodge management, there was not good records of payments and historical data. Director Shepherd asked hypothetically if there was no Lodge revenue, what that would do to the budget, and could we pay for landscaping just out of tax revenue. Mr. Walker explained they lowered the projected revenues for the Lodge by about 30% to be conservative. Director Kelley noted there is no general sense that the Lodge is too expensive based on interactions with renters. There are 14 new bookings in November and December, and he doesn't see a reason why we would not have that many in the next couple of months as well. He noted we have not done any marketing yet either, so he does not see anything that tells him that anything significant in changing the trajectory. It is neutral to positive. Director Kelley discussed policy changes regarding district residents who are sponsoring non-resident events for the cheaper price. Director Kelley stated that he thinks we are doing the community residents a disservice by the current rates.

Mr. Walker explained that there was a change at Walker Schooler District Managers' accounting department, so he has hired BiggsKofford to review the financial statements prior to being released to the Boards to be sure that the accounting is accurate and correct until the position is filled and at no extra charge. Director Shepherd thanked Mr. Walker and the board members that helped review this and for providing the recommendations.

Mr. Walker noted the 2019 amended budget has not been adopted yet, but there is no deadline. The District will report the 2020 Budget as adopted, but the Board does not have to do the 2019 amended budget at that time if they need more review. Director Kelley asked when Mr. Walker will implement his recommendations and when will they be reflected. Mr. Walker said a few things have already been implemented, but everything should be done by the February meeting. President Heeter moved to endorse and follow the recommendations outlined in Mr. Walker's Memorandum; seconded by Director Shepherd. Motion passed unanimously.

Director Kelley went over deltas that he identified in the line items in the capital project budgets and expenses. He said that deposits are not separated out in the rental income and they are put in as a bulk number, so it's not possible to identify if a deposit is paid. He requested that deposits have their own separate line item labeled with the event date and renter name. Mr. Walker said he can do that moving forward. Director Kelley noted differences in the accounting between what he has and WSDM. He said he has questions about how income events are accounted for and wants to know how this money gets booked. He would like to make that the payments received and accounting matches on a monthly basis. Mr. Walker said they can begin in February. Director Kelley asked what the budget number represents, is it dollars received in that calendar year or are the numbers reflected the actual moneys coming in. Mr. Walker explained future events are booked on the balance sheet and the income is not booked until the event occurs. The most accurate accounting is the P&L and balance sheet. Mr. Walker said he could provide a transaction record on a monthly basis for payments received. The Board discussed the need to do better at accounting and projecting moving forward. Director Kelley asked about a line item on the 2019 Amended budget and a credit received from ADT due to double payments and a refund and it was categorized incorrectly and should be about \$3,000. Also, the Johnson Controls was

under repairs and maintenance and it should be booked under Security. The Board agreed with these corrections. Director Kelley discussed the issue with extraordinary expensive utilities at the Lodge. The Board discussed how it may be due to the ice machine and refrigerator, but they would like to research further to see if there is any way to save on energy expenses, and make sure the utility bills are categorized correctly. Mr. Walker confirmed only the pond pumps are included in the general utilities and the others are included in the Lodge. Director Kelley said that for the last 12 years, we are paying around \$875 monthly for meters that are barely or not used. Director Espenlaub brought up the streetlights and that there are options for solar that could be very cost-effective after the first initial year. Director Kelley suggested discussing this next week and said he feels it is a significant issue for the Board to address. The Board voted and authorized Director Espenlaub to spend \$300 on solar lights.

Director Kelley discussed the 2019 Amended Budget line items for landscape maintenance and how there is no detail or information on what they did or what we got. He would like to dig in deeper to understand what was spent in 2019 on A Cut Above. Mr. Walker explained the invoices they provide are detailed and show the work that was done. They provide a time and material invoice and contract invoice. Mrs. Adams explained she provides a budget number to A Cut Above so they know what can be spent. The Board discussed having a meeting with A Cut Above to get on the same page. They also suggested having him stay within the time and material budget and what the extra stuff covers. Director Kelley went over insurance budgeted. Mr. Walker explained the insurance company had a problem with invoicing, so we will not be receiving an invoice from them until February.

The Board discussed that they are ultimately at the same place they initially thought they were budget-wise, which is good news overall. After all the analysis, the Board has confidence in the 2019 Amended Budget which reflects the dollars remaining. Director Kelley stated he feels pretty good in the District's financial situation. Director Kelley asked if we need to increase the number for specific ownership taxes for the 2020 Budget since more money was received in November and December. Mr. Walker recommended not changing the 2020 budget number, but we could make an amendment if needed later. President Heeter noted he agreed with holding off on any capital improvement expenses in the fourth quarter moving forward.

Mrs. Adams reported she has received multiple proposals for trash service for the HOA and she had them look at the Lodge as well. Waste Management currently does the trash service for the Lodge. She noted the HBS proposal was the cheapest and she is going to ask Waste Connections if they will price match for the Lodge. The Board discussed the possibility of adding recycling as well. Mrs. Adams said should have more information at the next meeting so the Board can take action.

Director Kelley noted an increase in rust or iron coming out of the Lodge water supply. The water is completely safe, but the current filter system is not catching all the irons and sediments which is causing a problem with colored water in the toilets that leave stains in the tank. This is a visual issue with prospective renters thinking it is unattractive. Mrs. Adams said she is working on a proposal for a new filtration system. The options are a new water softener, an iron filter or they could try changing out the

filters regularly to see if that helps first before installing a new system. The Board noted the iron buildup could lead to other maintenance issues as well.

Mr. Walker updated the Board on FEMA news. He said he has Mr. Riley Walker from his office working with FEMA, and they think the biggest risk is that half the costs are labor costs and they are not documented well. This may result in a loss of \$65,000 in labor costs. Mr. Walker explained there are missing dates and times for the labor hours worked. He said the District could get the other \$50,000 or \$60,000 this year, and then consider a lawsuit to get the remaining \$65,000 if the Board wanted. Mr. Walker confirmed the total amount the District initially applied for is \$115,000. The Board agreed to discuss this further next week.

4. Public Comment: There was no public comment.

5. Other Business: Continue meeting to January 28, 2020 at 10:00 a.m.

6. Adjournment: Director Shepherd moved to continue the meeting to January 28, 2020; seconded by Director Espenlaub. Motion passed unanimously at 11:38 a.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 21, 2020 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Bill Heeter, President

Lynn Shepherd, Vice President

Ecton Espenlaub, Treasurer

John Kelley, Director

VACANT, Director