



**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD MAY 1, 2020  
AT 9:30 A.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Friday, May 1<sup>st</sup> at 9:30 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter  
John Kelley  
Ecton Espenlaub

Also in attendance were:

Kevin Walker, Walker Schooler District Managers  
Jamie Adams, Warren Management  
Lina Hoekman, Lodge Manager  
Rick Stauch (joined the meeting late)

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1: President Heeter called the meeting to order at 9:30 a.m. and confirmed a quorum was present.

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

3. Capital Improvement Planning: Mr. Walker reported that the District received a wire transfer of about \$78,000 from the FEMA funds. President Heeter noted that it represents a percentage of the total and the District should still be recovering another \$25,000. Mrs. Hoekman discussed a list of potential capital improvements for the Lodge. She noted the ceremony site pavers was something that could give the Lodge polish and be an immediate return on investment. Mrs. Hoekman complimented Director Espenlaub's work to prepare for the pavers and said it was great for the 5 tours this week. Mrs. Hoekman went over the Bridal Suite remodel details and the possibility of tearing out the wall to make the space larger. She noted that could be a more costly project. Director Espenlaub discussed in detail his work on preparing the ceremony site for the pavers.

Mrs. Adams reported they are switching the Lodge's trash service to Waste Connection who is also the trash service for the HOA. President Heeter asked about the network system upgrades. Director Kelley reported upgrades are in progress but noted that Magnolia had to suspend in-person customer interaction due to the Coronavirus, but they are starting to schedule again to complete the work. He noted half of the invoice has been paid and there is a remaining \$2,500.

Mrs. Hoekman discussed potential Groom's lounge improvements and Director Espenlaub suggested adding mirrors. President Heeter suggested pushing the Bridal Suite remodel to next January considering some of the more modest projects they need to tackle. He noted that he would have no problem getting quotes for it now. Mrs. Hoekman explained the Bridal suite is a huge selling point but considering everything that is going on she has no problem with pushing it back. Mr. Stauch joined the meeting. The Board discussed the planned improvements to the Bridal Suite and that the price could come in at \$10,000. Mrs. Hoekman recommended making improvements to the Groom's lounge at the same time as the Bridal suite. The Board authorized Mrs. Hoekman to get 3 bids for the Bridal suite and Groom's lounge if there is no commitment.

The Board authorized Mrs. Hoekman to purchase soap and paper towel dispensers and Director Espenlaub and President Heeter will install. Mrs. Hoekman discussed the roller shades and the quotes that were for around \$2,700. The Board agreed to keep this item in the budget with the plan to do both the office and windows in the main hall. Mrs. Hoekman noted that string lights are not a priority and that there are 2 cost-effective companies that could provide them for the event and then take them down. Mr. Stauch said that he purchased and strung them himself for his event and then took them down when they were done. Director Kelley noted they wrapped lights around beams and strung them from the arch to the building in the past. Mrs. Hoekman went over the chairs and suggested if they decide to purchase additional chairs, then going with an upgraded chair. Director Espenlaub agreed that if they plan to upgrade the chairs and tables in the future it would not make sense to buy more of the same basic chairs. President Heeter suggested keeping an eye out for good deals on new event furniture. Mrs. Hoekman explained she had Picnic Basket look at the kitchen and they believe the cutting board and microwaves are not something they would be using a lot, so the location and condition should be fine. Director Kelley noted the cutting board is visually unattractive and the cut marks make it appear dirty, but that was the only issue and replacing the top is more expensive than expected. The Board agreed to push this item to 2021.

Director Kelley went over the patio audio upgrades including the speakers that contain sound and allows for music on the outdoor patio. He explained there are some challenges such as permanently installed expensive equipment outside and why security cameras are important. There would also have to be landscape upgrades before the audio upgrades to help hide the equipment. Director Kelley said the upgrades would be a wonderful enhancement for the Lodge. The Board discussed waiting to see what Magnolia comes back with as options for the upgrade. The Board discussed the landscaping and the importance of considering the patio upgrades when finalizing the plans.

The Board discussed adding a stall in the men's restroom. President Heeter noted he could have his plumber provide a quote to add an additional urinal if the Board wanted. The Board agreed that installing a stall is a priority and they will get more information on the cost to add a second urinal. Mrs. Hoekman discussed the weathered outdoor beams and trim. The Board agreed it needs to be a regular maintenance effort to keep the Lodge in good condition. Mrs. Adams will get a quote for the Board to review.

After discussion, Director Kelley moved to authorize a \$500 budget for Mrs. Hoekman to spend on decorative items that will enhance the Lodge in the interim and that can also be used after the remodel; seconded by Director Espenlaub. Motion passed unanimously.

The Board discussed white boards, easels, and materials to help build the professional meeting business in the future once the Lodge is hosting more corporate events. Director Espenlaub asked about the iron

stains. Mrs. Hoekman reported that the filter seems to be working well. Mr. Stauch asked about the hot water system replacement. President Heeter noted they decided to hold off on that for the time being. Director Kelley explained the system was not operating properly and was needing to be reset multiple times during events due to lack of maintenance. It was repaired about 6 months ago, but it is still having occasional issues. He noted it is not a big priority because there is not a lot of demand for it during events, but it will need to be addressed eventually.

President Heeter reported that he and Mrs. Adams will be meeting with Black Forest Together with Trees for Tomorrow. They will give them a tour and explore the possibility of thinning trees and donating them to the organization to be transplanted in the Black Forest community. In exchange, they will transplant larger trees in our community. The program is open and available to all residents as well. Director Kelley asked President Heeter to get an estimate from A Cut Above for items on the Lodge grounds 2020.

4. New Business: There was no discussion.

5. Public Comment: There was no public comment.

6. Other Business: Next Regular scheduled Board Meeting May 19, 2020.

7. Adjournment: Director Espenlaub moved to adjourn; seconded by Director Kelley. Motion passed unanimously at 10:30 a.m.

Respectfully Submitted,

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By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 1, 2020 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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

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Lynn Shepherd, Vice President

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Ecton Espenlaub, Treasurer

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John Kelley, Director

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VACANT, Director