



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD JULY 21, 2020
AT 10:00 A.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, July 21st at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
John Kelley
Ecton Espenlaub
Rick Stauch

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Jamie Adams, Warren Management
Lina Hoekman, Lodge Manager
Braden Hammond, BiggsKofford

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1: President Heeter called the meeting to order at 10:00 a.m. and confirmed a quorum. The Board excused Director Shepherd.

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

3. Approval of Board Meeting Minutes – Special Meeting of May 19, 2020, Continued Regular Meeting May 27, 2020, and Regular Meeting on June 16, 2020: Director Stauch moved to approve the May 19, 2020 Minutes; seconded by Director Espenlaub. Motion passed unanimously. President Heeter moved to approve the May 27, 2020 Minutes; seconded by Director Espenlaub. Motion passed unanimously. Director Stauch moved to approve the June 16, 2020 Minutes; seconded by Director Espenlaub. Motion passed unanimously. President Heeter went over previous Board discussion regarding Johnson Controls savings. Mr. Walker explained they had discussed researching other vendors and he did receive 2 proposals for fire monitoring. The Board discussed including security monitoring at the shed in the proposals as well. President Heeter went over a few discussion points from the minutes and reminded the Board of director bios.

4. Financial Matters:

- a. Review of 2019 audit – Braden Hammond, BiggsKofford: Mr. Hammond presented an overview of the 2019 financial statements. He noted the first set of financials is an accrual basis and the other is fund basis accounting which is a modified cash basis. He pointed out the debt service fund owes the general fund \$47,000. This is money the general fund paid the bond fund, and they are tracking it so in the future if there is excess money in the debt service fund they know how much is allowed to be paid back to the general fund. Director Kelley commented that he thought money could not be transferred from the debt service fund. Mr. Hammond said he will review the bond documents and send the information to Mr. Walker for Board review. Mr. Hammond noted an error he discovered in the allocated property taxes. The correct amount will put more in the debt service account and will be less in operations. Mr. Walker asked about the comment that says the excess of expenditures may be a violation of local government budget law. Mr. Hammond explained ideally, they want to see the total actual expenditures less than or equal to the total final budgeted expenditures. It is a required disclosure when that happens, but the State Auditor will likely send a letter requesting that the District make a correction moving forward. The way to avoid this in the future is to do an amended budget. The Board discussed that the accounting change is what caused this error and Director Kelley suggested providing an explanation to the State Auditor. Mr. Walker said that he and Mr. Hammond can work on a statement to be included in the minutes as well as a letter. Director Kelley moved to authorize the submittal of the Audit on July 31, 2020 with the following steps: distribute the corrected version to the Board and hold a special meeting if needed to review, or it can be submitted if there is no objection to the Board; seconded by Director Stauch. Motion passed unanimously. Mr. Hammond left the meeting.
- b. 2020 forecast update: Mr. Walker presented the 2020 forecast update and provided a memo to the Board. He explained the cash analysis that was done compared to the budget and the cash on hand total is roughly \$40,000.
- c. Review of Unaudited Financial Statements as of June 30, 2020: There was no additional discussion.
- d. Approval of Payables for the Period Ending July 10, 2020: Director Espenlaub noted they may have been charged for the meters that were turned off. He also asked about the Waste Management bill that seemed high. Mr. Walker said he will ask Mrs. Adams about that. Director Espenlaub noted the invoice from A Cut Above and pulling back on tasks. President Heeter noted he requested A Cut Above to send a weekly to-do list every Monday, but it has not been consistent. He informed them two weeks ago to only complete the standard maintenance mowing and the big projects should be complete now. He has not addressed the watering with A Cut Above yet. Director Kelley commented that under Mrs. Hoekman's line item is for miscellaneous supplies and not a booking fee, so it needs to be recategorized. Director Kelley discussed the monthly invoices for management and noted that Walker Schooler District Managers provides a task summary and he would like a task summary from Warren Management as well. In addition, he would also like a number of labor hours from both management companies as well. Mr. Walker noted the contract with Warren Management does not include providing labor hours and it is a \$2,000 monthly retainer plus expenses. Mr. Walker explained that he can provide a general idea of hours spent on district tasks. Director Kelley discussed an invoice from White Bear to review law changes that he has concerns with. Mr. Walker said he can follow up on this and hold the payment until acceptable explanation. Director Stauch moved to approve the Payables excluding the White Bear invoice; seconded by President Heeter. Motion passed unanimously.

- e. Status of final FEMA claim amount: Mr. Walker noted that the District is owed an additional \$55,000 in FEMA funds but the timing is unknown.
- f. Status of COVID-19 Relief Application: Mr. Walker reported the District's CARES Act request was accepted but the amount of funds and timing is still to be determined. He noted they requested \$160,000.
- g. Additional Capital Expenditures Discussion
 - Repair of waterfall pump: President Heeter explained the pumps were installed incorrectly in 2006 so there is added labor to repair them. Mr. Walker recommended contacting Black Mountain as a possible resource. The Board discussed that the repairs are not urgent and could be delayed if needed, so they plan to revisit this topic next month.
 - Repair of Culverts on Fox Chase: President Heeter passed out a quote from Munson to repair the culverts on Fox Chase. He noted Munson thinks it would be \$6,000 for the main culvert repair. The second culvert replacement would be \$3,300 for a total of \$10,000. The Board discussed the urgency to get the repairs done before it causes damage to the road. President Heeter moved to approve the bid from Munson to repair both culverts; seconded by Director Espenlaub. Motion passed unanimously.
 - Irrigation along Lodge Drive vs. use of GatorBags: President Heeter explained it is \$275 every time they fill the GatorBags, so the costs to water are totaling what it would be to repair the irrigation. The Board discussed authorizing the purchase of a hose to water the trees as an interim solution.
 - President Heeter discussed needed asphalt repairs due to a crater in the Lodge driveway. President Heeter said he will get a quote for sealing and repairing the actual crack for repairs next year.
 - Mailbox Vandalism/installation of cameras discussion

5. Management Matters:

- a. Lodge Management Update: Mrs. Hoekman reported there have been 6 tours and of those 4 have booked events for next year. There have been no additional cancellations, for a total of 14 cancellations for the year. There will be 5 events executed in August if nothing changes to restrict. She discussed social distancing requirements and the mask mandate. The Board discussed liability for the District and Mr. Walker said he will talk to legal about a COVID waiver. Director Kelley commented that there may be a clause in the rental contract already and there is not a release form for other sicknesses, so it should be tied to an emergency government order otherwise it is left open ended for additional paperwork forever. Mr. Walker will find out more information on that. Mrs. Hoekman noted there are 15 total events for the rest of the year as of now. She noted prime dates for next year are booking quickly.
 - Status of potential reopening
 - Update on Proposed "Small Party" rental rates: Mrs. Hoekman reported the discussed \$750 small party rental rate is in line with other venues in the area, so she recommends moving forward with that. In addition, Mrs. Hoekman put together a party package that includes anything you would need for a small party and cocktail reception for \$4,500. It would include photography, food, décor, and rentals packaged up for those who are looking for all inclusive. Director Kelley requested the current contracts and price list with Mrs. Hoekman's proposed addendum.
 - Status of website updates/photo shoots etc. – discussion: Mrs. Hoekman

reported that a photographer came out and took photos for a Colorado venue guide feature.

- Status of possible vendor and/or Resident Open House in late summer – discussion: Mrs. Hoekman is hoping to have the Open House in October.

b. Disposition of Storage Shed

- Installation of security system: The Board discussed items to dispose of in the shed. Director Kelley left the meeting at 12:20 p.m. President Heeter will ask Director Shepherd about reselling the sound system.

c. Trails/Community Maintenance

- Plan to eliminate MVEA meters: Director Espenlaub reported this is completed.
- Status of Toilet Partitions for Men’s Room: President Heeter reported the partitions should be installed in a few weeks and the price came in significantly less than expected.
- Saxton Hollow signage and lighting update
- Holiday lighting: President Heeter reported he has started to research holiday lighting to see what is involved. Local communities use Timberline Landscaping which has a subdivision that specializes in holiday lighting. They own the lights and install them for a rental basis. He will meet with them to get more information on pricing and options.
- Director Espenlaub discussed an area of the trails that was flooded from the golf course.

d. Landscaping, Irrigation and ponds

- Hiring Landscape Architect for Comprehensive Community Landscape Plan – update: President Heeter reported he has reached out to multiple landscape architects and is working on narrowing the list down to get proposals on a comprehensive landscaping plan.
- Progress on 2020 Landscape priorities
 - Fix Irrigation system on Milam - completed
 - Plant trees around Lodge (purchased in 2019) - completed
 - Remove dead trees/shrubs near Lodge - completed
 - Plant second garden near Lodge back deck to mirror existing - completed
 - Plant garden near Lodge entrance/Mailbox area - completed
 - Investigate condition of irrigation/trees/grasses on Vessey median near Holmes – Update
 - Install irrigation lines along Lodge Drive for new pines

e. Metro District Website upgrade status update: Mr. Walker reported they are in the process of migrating the district website to the new format.

f. Board By-Laws Initial Discussion: President Heeter reported he is currently working on this.

6. HOA Update: There was no discussion.

7. Legal Matters: There was no discussion.

8. New Business: There was no discussion.

9. Public Comment: There was no public comment.

10. Other Business: Next Regular scheduled Board Meeting August 18, 2020 10:00 a.m.

11. Adjournment: Director Espenlaub moved to adjourn; seconded by Director Stauch. Motion passed unanimously at 12:44 p.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 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

Rick Stauch, Director