



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD AUGUST 20, 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, August 20th at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
John Kelley
Ecton Espenlaub
Rick Stauch
Lynn Shepherd

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Rebecca Hardekopf, Walker Schooler District Managers
Jamie Adams, Warren Management
Lina Hoekman, Lodge Manager

1. Call to Order:

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

2. Approval of the Agenda: Director Espenlaub noted item 7.b. Plan to eliminate MVEA meters is complete and can be removed from the Agenda. Director Stauch moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.

3. Approval of Board Meeting Minutes – July 21, 2020: Director Espenlaub noted a correction on 5.c., the last sentence. Director Espenlaub moved to approve the July 21, 2020 Meeting Minutes; seconded by Director Stauch. Motion passed and Director Shepherd abstained since she was not in attendance at that meeting.

4. Lodge Management Update:

- a. Status of potential reopening: Mrs. Hoekman reported bookings and tours have been steady and all five tours conducted last month booked 2021 events, and there is one event scheduled for early October 2020. She noted a hand sanitizer station was ordered for the Lodge. Mrs. Hoekman discussed how they have been able to manage the COVID 19 guidelines and mask mandate at events.

- b. Marketing and Packaging of Future events--weddings and business events: Mrs. Hoekman reported that social media followers are increasing. Last month, a photographer came out and took photos of the Lodge to feature in a Colorado Venue Guide and we should get a copy of everything to distribute online as well. The tiny celebrations and meetings campaign were successfully launched online and is being received well in Facebook wedding groups and blogs, but there have not been any bookings yet. A stylized photo shoot is scheduled for September 9th which should provide additional marketing materials. Mrs. Hoekman noted that she found a videographer who will provide a virtual tour of the Lodge at no charge to the District, so that is being scheduled for early September. Mrs. Hoekman requested feedback from the Board on Holiday and Christmas package events at the Lodge. The Board discussed putting the word out but not expending a lot of effort due to the circumstances and low interest this year but looking forward to next year and the possibility of a better holiday event season. Director Kelley asked about the status of Mrs. Hoekman's contract addendum and agreement on compensation. Mrs. Hoekman explained she received her new agreement yesterday and will review and sign it as soon as possible. Mr. Walker noted that he will distribute Mrs. Hoekman's monthly report to the Board, and it was not included in error. The Board discussed Mrs. Hoekman's monthly hours and payment. Director Kelley expressed his feelings on her payment being relative to bookings and revenue. He requested more information on the events she is booking in 2021 and the number of events she has booked and executed in the last 3 months. Director Shepherd confirmed that Mrs. Hoekman shares a document that includes the details on executed and postponed bookings, and they can make that document available to the Board for review as well. Mrs. Hoekman discussed the first executed event was in June which was an event postponed in April. There were 2 executed events in July, and there have been 3 events executed so far in August with 2 more expected. She noted the booked revenue for August would be \$7,100 not including new bookings or deposits. The Board discussed the benefits of marketing and social media.
- c. Physical Plan of the Building/Repairs & Maintenance: The Board discussed postponing the installation of outdoor speakers until Spring 2021. Mrs. Adams noted they are waiting to get 2 pumps for the waterfall feature. The Board discussed the need and possibility of expanding the Lodge parking lot.
- d. Update on Security System/Consolidation of Fire Alarm Monitoring etc.: The Board discussed the security system and consolidation of fire alarm monitoring. Mr. Walker reported they have received a few proposals, but he thinks sending an RFP for them to bid on would be a better solution. Mr. Walker will send the RFP for Board review next week and will include security for the storage shed.
- e. Installation of Toilet Partitions – Update: President Heeter reported everything is installed except for the door, but the replacement piece should be delivered tomorrow.

5. Financial Matters:

- a. Review of Unaudited Financial Statements as of July 31, 2020: Mr. Walker presented the Financial Statements as of July 31, 2020. He noted property tax income was delayed and they are short roughly 10% as of July. Director Stauch moved to accept the Financials as corrected; seconded by Director Espenlaub. Motion passed unanimously.
- b. Approval of Payables for the Period Ending August 11, 2020: The Board discussed the Payables for the period ending August 11, 2020. Mrs. Hoekman left the meeting. After further discussion, President Heeter moved to approve the Payables; seconded by

- Director Shepherd. Motion passed unanimously.
- c. Status of final FEMA claim amount: Mr. Walker reported that he has been working with the State on getting an update on the remaining FEMA funds, but they have not responded yet.
 - d. Status of COVID-19 Relief Application/Discussion of guidelines for usage and reporting: Mr. Walker explained the details of the COVID-19 Relief application and funds for loss of revenue and Lodge expenses due to COVID-19. The calculated amount that the District will be applying for is \$60,000. The Board discussed looking at the capital expenditure plan to see what would have been completed if the revenue from the Lodge was not impacted by COVID-19. Director Kelley expressed concerns with taking that approach and including capital expenditures and said that the submission was based on loss of revenue and the impact on covering those expenses and operation of the District. Director Stauch discussed that the capital expenditures are expenses that would have been covered by Lodge revenue if they were able to have events, so it is directly impacted by COVID-19. The Board discussed the water pump and that it is an operations expense for the Lodge and used a selling point.
 - e. Additional Capital Expenditures Discussion
 - Repair of waterfall pump: The Board discussed the repair of the waterfall pump and that Barnhart is one of the only options to make the repairs. The Board discussed it would be more efficient to replace both pumps at the same time and would save roughly \$1,000 in labor. Director Espenlaub moved to approve the repair of the waterfall pumps with costs not to exceed Barnhart's quote of \$19,800; seconded by Director Stauch. Motion passed unanimously.
 - Repair of Culverts on Fox Chase: President Heeter reported that he just drove by and they have not started repairs yet, but they should begin early next week.
 - Irrigation along Lodge Drive vs. use of GatorBags: President Heeter reported they have been filling them with garden hoses which has been much more cost effective.
 - Mailbox Vandalism/installation of cameras discussion: The Board discussed installing cameras near the mailboxes. The Board agreed to install signage that states the area is being video monitored and investigating the electrical situation in the area for the possibility of additional surveillance.
 - Security System at Storage Shed: The security at the storage shed will be included in the RFP that Mr. Walker distributes.

6. Management Matters:

- a. Disposition of Storage Shed: President Heeter has not heard anything back from A Cut Above on the rental of the shed yet. He noted they will be submitting an RFP for snow removal and lawn maintenance for 2021, so it would not make sense if they do not get the bid to rent the shed to him. He also added they could include storage at the shed in the RFP.
- b. Trails/Community Maintenance:
 - Plan to eliminate MVEA meters: Director Espenlaub reported this was completed.
 - Saxton Hollow signage and lighting update: Director Espenlaub discussed the lover's lane issue and lack of lighting.
 - Holiday lighting: President Heeter reported that they should receive a draft proposal from Mr. Hunt in September and noted the District is not committed to anything.

- c. Landscaping, Irrigation, and ponds:
 - Hiring Landscape Architect for Comprehensive Community Landscape Plan – update: President Heeter reported he met with one landscape architect and will follow up with Matrix as well.
 - Progress on 2020 Landscape priorities:
 - Investigate condition of irrigation/trees/grasses on Vessey median near Holmes – Update: President Heeter discussed the irrigation on Milam.
 - Install irrigation lines along Lodge Drive for new pines
 - Winslow entrance discussion: The Board discussed the Winslow monument entrance and that it looks bad with ponderosas and aspens growing in front of it.
- d. Metro District Website upgrade status update: Mr. Walker reported the District is on the list to get the website upgraded but the State is delayed.
- e. Status of Annual meeting with HOA: The HOA decided on holding a virtual HOA Annual meeting this year.

7. HOA Update: Director Stauch gave an HOA update and reported that all the developer-owned lots have sold. There is one bank-owned lot and one owned by the State.

8. Legal Matters: Mr. Walker informed the Board that the landscape architect and planner is suing the developer for his percentage of the development.

9. New Business: There was no discussion.

10. Public Comment: There was no public comment.

11. Other Business: Next Regular scheduled Board Meeting September 15, 2020 10:00 a.m.

12. Adjournment: Director Stauch moved to adjourn; seconded by Director Espenlaub. Motion passed unanimously at 12:20 p.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 20, 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