



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD SEPTEMBER 15, 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, September 15th at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
John Kelley (via conference call)
Ecton Espenlaub
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
Willie Scott, Electrician

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1: President Heeter called the meeting to order at 10:05 a.m. and confirmed a quorum. Director Stauch was excused.

2. Approval of the Agenda: Mr. Walker added an update on the Audit under Financial Matters. Director Shepherd moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously. Mr. Walker introduced Stacy Busche, the new Director of District Accounting Services at Walker Schooler District Managers.

3. Approval of Board Meeting Minutes – Regular meeting on August 20, 2020: President Heeter noted an addition to the discussion under 6.e. to clarify that the Metro District will not be involved in the HOA Annual meeting. President Heeter moved to approve the August 20, 2020 Meeting Minutes; seconded by Director Shepherd. Motion passed unanimously.

4. Lodge Management Update:

- a. Electrical Update – Willie Scott: Mr. Scott introduced himself and explained his history with the Lodge. He noted some subpar workmanship in and around the Lodge that he has tried to correct over the years. He discussed the fire panel and explained they were having

a lot of false alarms, so it was disconnected, and the false alarms were due to old electronics and systems. His recommendation would be to leave it off, but Mr. Walker noted the insurance company would prefer to have it functioning. Mr. Scott noted he is not concerned with the electrical system at Cathedral Pines and suggested adding a new stand-alone outlet and circuit for the ADT system and updating the fire panel. After further discussion, President Heeter moved to proceed with the suggested repairs; seconded by Director Shepherd. Motion passed unanimously.

Mr. Walker clarified the insurance company wants a fire notification system but does not require a fire suppression system. Mr. Scott discussed the electrical at the mailboxes and explained for power down there it would require a 120-volt outlet. President Heeter suggested getting a proposal for getting some of these electrical issues repaired.

- b. Status of current bookings/2021 Outlook: Mrs. Hoekman reported on the current bookings and noted there are 19 bookings for 2021. She reported the marketing photoshoot was a success and expanded into an event community connection. The largest social-ware company in the region partnered with us for the photoshoot, and images of the Lodge will be the backdrop for their magazine and will be featured in all their photos with credit.
- c. Status of marketing and packaging of non-wedding-related events: Mrs. Hoekman discussed there has been some interest in the micro events and a client is interested in an all-inclusive micro event. Mrs. Hoekman discussed marketing focused on business events and a possible partnership with hotels. Mrs. Hoekman went over the details of the 5-hour micro event and a \$750 Ceremony Only event. The Board discussed the future and excluding Saturdays for these smaller events so not to exclude the larger events when they are able to book full capacity events again. Director Kelley suggested setting a timeline and ending the smaller events in February and Director Shepherd suggested excluding Saturdays beyond that.
- d. Building/Repairs & Maintenance
 - Drive/Parking Lot repair: Mrs. Adams reported they will be getting proposals on repairs and including a separate proposal to see the costs for adding parking spaces.
 - Sealing of exterior: Mrs. Adams reported vendors are working on proposals.
 - Dead tree replacement: President Heeter thanked Director Espenlaub for removing the dead tree and hauling away, saving the District money.
- e. Update on Security System/Consolidation of Fire Alarm Monitoring etc: There was no additional discussion. Mrs. Hoekman left the meeting.

5. Financial Matters:

- a. Review of Unaudited Financial Statements as of August 31, 2020: Mr. Walker presented the unaudited financial statements and noted the taxes received are only at 90%. The Board discussed snow removal for the upcoming season. Director Shepherd suggested not using the de-icing solution for the remainder of the year due to the high costs and the budget. Mr. Walker noted that Ms. Hardekopf just corrected the Financials to reflect the missing interest payment line item.
- b. Approval of Payables for the Period Ending September 10, 2020: Director Espenlaub noted he will pay the District for the materials. President Heeter moved to approve the Payables assuming Director Espenlaub makes his payment; seconded by Director Shepherd. Motion passed unanimously.
- c. 2021 Budget preparation discussion: Mr. Walker explained the Board must have the

2021 draft budget available for review by October 15th and a Budget Hearing in November. The budget must be adopted, and mill levy certified by December 15th. Mr. Walker recommended keeping the mill levy the same but swapping them around from debt service to operations. Mr. Walker noted the estimated 2021 tax revenues will go down slightly from land being taken out, but basically the same in terms of total revenues.

- d. Update on Status of final FEMA claim amount: Mr. Walker reported he had reached out to a congressman for help with information on the remaining FEMA funds. The average response time is 190 days, so possibly by the end of the year. The remaining funds are roughly \$55,000.
- e. Status of first payment from COVID-19 Relief Fund Application: Mr. Walker reported they requested additional information from the District for the relief fund application. The Board discussed the District's loss of revenue due to COVID-19.
- f. Additional Capital Expenditures Discussion
 - Repair of waterfall pump: Mrs. Adams reported the new waterfall pumps will be installed tomorrow.
 - Repair of Culverts on Fox Chase: The repairs of culverts on Fox Chase are complete.
 - Irrigation along Lodge Drive vs. use of Gator Bags: President Heeter reported they have been filling the gator bags on a weekly basis and it seems to be working well. He noted they are losing one tree, but the others look okay.
 - Mailbox Vandalism/installation of cameras discussion: Director Espenlaub noted there are trail cameras stored in the shed.
- g. Audit Update: Mr. Walker reported the audit was completed and will be submitted with an extension by the end of the day. Mr. Walker will provide the Board with the final copies and post to the website.

6. Management Matters:

- a. Rental of Storage Shed Update: President Heeter discussed that they may not have a renter until the snow removal and landscaping contracts are decided.
- b. Trails/Community Maintenance
 - Fishing Guidelines update: President Heeter noted an issue with "No Fishing Allowed" signs but the community is actually allowed to fish. The Board discussed getting the sign reprinted.
 - General Trails repairs update: Director Espenlaub reported he rerouted the trail and has been filling in erosion spots.
 - Holiday lighting: President Heeter reported they received a proposal for holiday lighting that was \$5,000. He explained they own and maintain all the lights and materials and will install, remove, and store. Director Kelley commented that he does not think this item fits into the service plan and would be more appropriate for the HOA. He also noted the budget and suggested looking at this next year. President Heeter discussed that the Lodge would be the Metro District, but lighting on the monuments would be HOA and suggested splitting the cost with the HOA. He added that lights could be a festive way to brighten spirits in the community but acknowledged the budget. Director Shepherd commented that she does like the idea of lights, but since the budget is tight the money could be better spent on items such as snow removal. The Board will table this item and entertain the idea again in 2021.

- RFP for 2021 Landscaping/Snow Plowing update: President Heeter reported he has been working on the RFP and will be meeting with Landscapers in October.
- c. Landscaping, Irrigation, and ponds
 - Hiring Landscape Architect for Comprehensive Community Landscape Plan
 - Other 2020 Landscape projects
 - Install irrigation lines along Lodge Drive for new pines
 - Winslow entrance ownership/upgrade update: The Board discussed the trees growing in front of the entrance, but we do not own the property they are growing on. Mrs. Adams will reach out to the County.

7. HOA Update: There was no discussion.

8. Legal Matters: President Heeter discussed offering District property for sale to adjacent property owners. He explained it could be beneficial to the District because they would not longer have to maintain those areas. Director Espenlaub pointed out the trails on the property. The Board discussed the option of getting an easement for the trails. Mr. Walker noted sale of property is not a simple process and everything would have to be re-platted, and the legal fees could become costly for the District. After further discussion, the Board directed Mr. Walker to research further.

9. New Business: There was no discussion.

10. Public Comment: There was no public comment.

11. Other Business:

- a. Newsletter survey feedback: President Heeter reported they received 20 responses from the community, so it was a successful survey.
- b. Next Regular scheduled Board Meeting, October 20, 2020 10:00 a.m. (in person at Lodge).

12. Adjournment: Director Espenlaub moved to adjourn; seconded by Director Shepherd. Motion passed unanimously at 12:30 p.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 15, 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