



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD OCTOBER 20, 2020  
AT 10:00 A.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, October 20<sup>th</sup> at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter – via video  
John Kelley – via video  
Ecton Espenlaub  
Rick Stauch – via video  
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 10:00 a.m. and confirmed a quorum.

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 – September 15, 2020: Director Stauch noted a change to 5.b., where it references an incorrect name. Director Stauch moved to approve the September 15, 2020 Minutes as amended; seconded by President Heeter. Motion passed unanimously.

4. Lodge Management Update:

- a. Status of current and future operations: Mrs. Hoekman reported she has booked 6 events and 4 of them are resident events. She noted there have been no more cancellations or postponements. She reported the Lodge is now listed with the Better Business Bureau and City Lifestyle Colorado Springs and those listings were at no cost to the District. The photoshoot album and video are finished and can be used for marketing materials. Mrs. Hoekman discussed scheduling an open house at the Lodge in November for the community and event professionals to help generate bookings.

- She noted the event will be sponsored by vendors at no cost to the District. The Board discussed providing customers with a chance to provide feedback after their events.
- b. Approval of letter modification to Lodge Operations Contract: Director Shepherd explained the letter amends Mrs. Hoekman's contract to change the compensation due to the lack of events. All other requirements will remain in effect for the remainder of the year. Director Kelley asked what her hourly rate would be, and the number of required hours for the \$3,500 per month. The Board discussed that Mrs. Hoekman was hired as a professional consultant and her billing rate needs to reflect that and the expertise she brings. The Board agreed to discuss her 2021 contract at a special meeting in more detail. President Heeter moved to approve the letter modification to Lodge Operations Contract as presented; seconded by Director Stauch. Motion passed unanimously. President Heeter moved to form a subcommittee consisting of Directors Kelley and Shepherd and Mrs. Hoekman to report back to the Board at the December meeting with a proposal for a 2021 contract; seconded by Director Shepherd. Motion passed unanimously.
  - c. Marketing and Packaging of Future events--weddings and business events: Mrs. Hoekman discussed the upcoming engagement season and there is interest in 2021 wedding events.
  - d. Physical Plant of the Building/Repairs & Maintenance: Mrs. Hoekman reported she has been seeing wasps near the office. The Board discussed the proposed wall addition that was quoted at \$4,000. Mrs. Adams noted they are waiting on additional quotes.
  - e. Update on Security System/Consolidation of Fire Alarm Monitoring: Mr. Walker reported they received a proposal to replace the fire alarm from SimpliSafe for \$2,800 and \$150 monthly. It was not quoted in the ADT proposal, so Mr. Walker requested they include that.

#### 5. Financial Matters:

- a. Review of Unaudited Financial Statements as of September 30, 2020: Mr. Walker presented the Unaudited Financial Statements and noted rental income is increasing. The District has collected 99% of property taxes for the year. The cash position has also improved due to the increase in rental income.
- b. Approval of Payables for the Period Ending September 12, 2020: Director Kelley asked about A Cut Above invoices and requested more information on the line items. Mrs. Adams explained that A Cut Above was checking the pumps and irrigation to get them up and running again. She confirmed that she reviews the invoices to ensure they are accurate and reasonable. The Board discussed the mowing in the community and delegation of responsibilities from the County to the District. Mrs. Adams noted the RFPs for 2021 landscaping will be received on October 23<sup>rd</sup>. The Board discussed the irrigation issues. Director Espenlaub moved to approve the Payables; seconded by Director Shepherd. Director Kelley asked about an invoice for tree removal. Mrs. Adams explained it was a large tree that had fallen into the pond that had to be removed back in May. Motion passed unanimously.
- c. 2021 Budget and 2020 Budget Amendment presentation and discussion: Mr. Walker discussed the 2021 draft budget that was submitted to the Board for review. He noted they could drop the bond mill levy by 2 mills and raise the operations and maintenance mill levy by 4 to provide a buffer since the Lodge rentals are an unknown. The Board discussed in detail the budget for capital improvements.
- d. Status of final FEMA claim amount: Mr. Walker said there is nothing to report from FEMA yet.

- e. Status of COVID-19 Relief Application/Discussion of guidelines for usage and reporting: Mr. Walker reported they rejected the District's claim last month, so he restructured the budget to show the District's losses from COVID, and they have not yet responded to the explanation. The District is requesting \$19,000 in relief in the first pay request.

#### 6. Management Matters:

- a. Disposition of Storage Shed: President Heeter reported that he spoke with A Cut Above and they are still interested in renting space in the storage shed, possibly 50% of the shed. He does not want to commit though unless he wins the landscaping contract for 2021. Director Stauch asked about space outside the shed for renting out RV parking for the community. Mr. Walker noted the attorney may say that is not a function of the metro district. Director Stauch suggested a transfer to the HOA. Mr. Walker pointed out a potential zoning issue.
- b. Trails/Community Maintenance: Director Espenlaub reported he removed a dead tree on the trail.
- c. Landscaping, Irrigation and ponds – Bill
  - Hiring Landscape Architect for Comprehensive Community Landscape Plan – update: President Heeter reported there is currently only one bidder for the project.
  - Progress on 2020 Landscape priorities: President Heeter discussed landscaping priorities and noted the season is winding down and they are waiting on the new 2021 landscaping RFPs.
    - Investigate condition of irrigation/trees/grasses on Vessey median near Holmes
    - Install irrigation lines along Lodge Drive for new pines
    - Winslow entrance discussion

7. HOA Update: Director Stauch reported the HOA is continuing focus on governance issues and noted the annual meeting will be held virtually on November 10, 2020 at 6:00 p.m. Director Stauch noted the HOA purchased wreaths for monuments that will be stored in the shed.

#### 8. Legal Matters:

- a. Land disposition: President Heeter discussed that he has heard from homeowners who were interested in purchasing metro district land that is adjacent to their property. Mr. Walker explained he has been trying to divide a tract for 18 months and it has been very difficult. Mr. Walker's opinion is that it would not be worth it to formally go through the process, but informally we could allow them to maintain it and use it or provide them an easement. The Board discussed the option of providing an easement to remove liability from the district.

9. New Business: There was no discussion.

10. Public Comment: There was no public comment.

#### 11. Other Business:

- a. Next Regular scheduled Board Meeting and Budget Hearing, November 17, 2020 10:00 a.m. (in person at Lodge) Mr. Walker noted he will need to attend the next meeting virtually due to being out of town. Director Stauch noted he will be unable to join the next meeting.

12. Adjournment: Director Espenlaub moved to adjourn; seconded by Director Shepherd. Motion passed unanimously at 12:25 p.m.

Respectfully Submitted,

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By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 20, 2020 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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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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Rick Stauch, Director