

CATHEDRAL PINES METROPOLITAN DISTRICT

NOTICE OF REGULAR MEETING

Cathedral Pines Community Center

Monday, April 8, 2019

2:00 P.M.

Board of Directors

Bill Heeter, President	Term Expires May 2022
Lynn Shepherd, Vice President	Term Expires May 2020
Ecton Espenlaub, Treasurer	Term Expires May 2022
Gregg Cawfield, Assistant Secretary	Term Expires May 2022
Vacant	Term Expires May 2020

AGENDA

1. Call to Order
2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures
3. Approval of Agenda
4. Approval of Board Meeting Minutes – March 11, 2019 Meeting (attached)
5. Financial Matters
 - a. Review of financials – Year and month to date - Ecton
 - b. Acceptance of Unaudited Financial Statements as of March 31, 2019, the schedule of cash position updated as of March 31, 2019 and bank statements (see attached)
 - c. Approval of Payables for the Period Ending March 8, 2019 (see attached)
6. Management Matters
 - a. Subcommittee reports
 - Lodge - Lynn
 - General Lodge Management
 - Lodge Rental Agreement modifications – Lynn
 - Reschedule work session for Lodge Strategic Plan
 - Market review for business meetings - Lynn
 - AV proposals and decision - Bill
 - Landscaping, Irrigation and Ponds – Greg
 - Improvements and maintenance for our community landscaping plan - Gregg
 - Irrigation start up plan – Jamie
 - Extension of irrigation to Holmes on Vessey - Jamie
 - Tree Transplant plan for medians – Discussion
 - Update on pond/fish plantings - Jamie
 -
 - Trails – Ecton
 - Timetable for trail grading
 - Additional equipment
 - Update on timing of installation of No Uncontrolled Dogs Allowed on Trails signs - Kevin
 - Metro District Financing – Kevin and John Kelley
 - Service Plan amendment and fee for County review
 - b. Sale of Equipment in Storage Shed - Bill
 - Skids

- Roll-off
- c. Update on New Parcel Boxes near Mail Station - Bill - Update and possible decision required
- d. Update on timing of installing Speed Limit signs on side roads - Ecton – FYI
- e. Legal Representation for District – RFP for services - Kevin
- f. Financial Assistance to HOA - Kevin/Gregg/Bill
- g. Update on HOA - Bill – FYI
- h. FEMA Update – Kevin
- i. Storm water detention pond repairs - Kevin

7. Legal Matters

- a. Discussion of Board Candidate Interviews/Selection of new Board Member

8. New Business

- 9. **Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person and taken in Order in Which They Appear on Sign-Up Sheet)

10. Other Business

- a. Next Meeting April 18, 2019

11. Adjournment

F E M A



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD MARCH 11, 2019
AT 2:00 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Monday, March 11th at 2 p.m., at 13977 Milam Rd., Colorado Springs, CO.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Lynn Shepherd

Also in attendance were:

Jamie Adams, Warren Management
Kevin Walker, Walker Schooler District Managers

1. Call to Order: The meeting was called to order at 2:01 p.m. Director Shepherd moved to excuse Director Cawlfeld; seconded by Director Espenlaub. Motion passed unanimously.

3. Approval of the Agenda: President Heeter reported that without a full Board, Item 6.a would be postponed. Director Shepherd moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of the February 11, 2019 Meeting Minutes: Director Espenlaub moved to approve the February 11, 2019 meeting minutes with minor changes as discussed; seconded by Director Shepherd. Motion passed unanimously.

5. Management Matters:

- a. Subcommittee reports
 - Lodge
 - Landscaping, Irrigation and Ponds
 - Trails – Ecton
 - Metro District Financing

Director Heeter discussed the formation of committees and respective chairs: Lodge Director Shepherd, Landscaping – Director Cawlfeld, Trails – Director Espenlaub, Metro District – Mr. Kelley, Communications – President Heeter. Director Espenlaub moved approval of the Committee structure, Director Shepherd seconded; motion passed unanimously.

Ms. Adams reported on the service to the Lodge refrigeration units for approximately \$400 and Mr. Walker the mold repair contractor had a cost overrun due to more extensive dry wall improvements and damage than expected; asked contractor to submit the extra costs for Board consideration. The Board had general discussion about adding trees to various medians; President Heeter suggested possibly using trees from homesites if they can be moved cost effectively. Coordination with the HOA and builders would be necessary. Ms. Adams discussed the slash stored at the County's trail head parking near the shed. Director Shepherd suggested putting Lodge documents on a site that can be accessed by the Board. Mr. Walker to look into developing that.

Director Shepherd discussed seeking a proposal for emergency alternative for Lodge management backup. Also recommended canceling the DEX marketing line item if possible.

President Heeter discussed tagging office furniture that was for keeping at the Lodge during the sale run up. Also requested approval for a dumpster for after the sale to clear all the remaining rubbish from the shed.

Ms. Adams discussed the detention pond and erosion and runoff that was entering the pond. Mr. Walker agreed to meet the engineer with Ms. Adams to review the pond situation.

Ms. Adams reviewed three proposals for excavation for the irrigation valve replacement. Excavation – 3 proposals. Director Espenlaub moved to accept the proposal from Down to Earth if additional costs for valve replacement are reasonable or if not the backup proposal from TAB with President Heeter to make the final decision, seconded by Director Shepherd. Motion passed unanimously.

- b. Lodge Rental Agreement and Management – Director Shepherd discussed finalizing the contract changes and a proposed discussion with Ms. Atkinson. Director Shepherd moved that a work session be held as a District Special Meeting on April 2nd, 2019 at 2:00 p.m. to develop short-term solutions and long-term management plans, second by Director Espenlaub; motion passed unanimously.
- c. Sale of Equipment in Storage Shed – President Heeter discussed the proposed auction of items in the shed. Planned for mid-April.
- d. Update on timing of installing Speed Limit signs on side roads – Director Espenlaub discussed that this would have to wait for the ground to thaw. Current construction of signs is not adequate. Director Espenlaub to check with the County regarding required mounting standards.
- e. Update on timing of installation of No Uncontrolled Dogs Allowed on Trails signs - Mr. Walker reported that the signs had been completed and delivered and that the County had then changed to regulations. The signs will need to be modified with a sticker to reflect the rule requiring dogs to be leashed.
- f. Update on New Parcel Boxes near Mail Station – Presidents Heeter discussed the pad that would be necessary to place three by four box improvements. Mr. Walker to coordinate getting final costs for this with a site visit and staking necessary prior to the contractor meeting. Also include the open space ped ramp at the Lodge and stump removal for the postal units.
- g. Tentative Plan to start grooming trail; when do training sessions start, additional materials/equipment needed, etc. – Director Espenlaub recommended keeping the road base and the concrete blocks that were at the shed out of the sale in order to allow them to be used trail repair. Board concurred.

- h. Legal Representation for 2019 – Mr. Walker will develop an RFP for legal assistance with the Service Plan amendment and get proposals from at least Mr. Susemihl and the HOA attorney.
- i. Financial Assistance to HOA – the HOA had not met recently so there was no update.
- j. Status of A/V upgrades to Lodge facility – President Heeter led a tour of the Lodge to discuss the recommendations from the av contractors. Board discussed the location of a projector and a screen behind the front door barrier. President Heeter will finalize the proposals prior to the next meeting.
- k. Update on snow plowing in area and John Frerichs departure/develop back-up plans – Mr. Walker will notify Mr. Frerichs on dates of tractor removal from the shed and ask for a solution to the snow/ice bump at Holmes and Vessey. Also ask about the curb damage at Milam and Saxon
- l. Update on HOA – See above HOA item.
- m. FEMA Update – no update
- n. Flag raising – flag raising volunteer had been identified.

6. Legal Matters

- a. Discussion of Board Candidate Interviews/Selection of new Board Member – postponed for one month.
- b. Discussion of Mill Levy/Gallagher Adjustment/Property Taxes Issues – Mr. Walker and Mr. Kelley discussed the status of this review. They recommended that a service plan amendment be developed for submittal to El Paso County Board of County Commissioners that would clarify expanded services (tree chipping and slash, covenant enforcement, etc.) and request the mill levy for O&M be increased to reflect the past 13 years of practice and the needed levy. Mr. Kelley suggested a 5- and 10-year capital budget process be developed.

7. New Business – None.

8. Financial Matters

- a. Review of financials – Year and month to date. Director Espenlaub requested that the spreadsheet reflect monthly revenue and expenses by category.
- b. Acceptance of Unaudited Financial Statements as of February 28, 2019, the schedule of cash position updated as of February 28, 2019 and bank statements
- c. Approval of Payables for the Period Ending March 8, 2019 – Motion by Director Espenlaub, second by President Heeter to approve payables; motion passed unanimously.

9. Public Comment: - None

10. Other Business

- a. Next Meeting April 18, 2019

11. Adjournment: at 4:37 by President Heeter.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 11, 2019 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Bill Heeter, President

Lynn Shepherd, Vice President

Ecton Espenlaub, Treasurer

Gregg Cawlfeld, Assistant Secretary

Vacant, Director

Cathedral Pines Metropolitan District
Profit & Loss
January 1 through April 8, 2019

	Jan 1 - Apr 8, 19
Ordinary Income/Expense	
Income	
Uncategorized Income	20.00
1-100 · GF INCOME	
1-105 · GF Prop Tax Revenue	55,110.93
1-110 · Specific Ownership Taxes	8,624.40
1-120 · Rental Income - Lodge Events	29,650.00
1-125 · Rental Income - Sales Office	1,500.00
1-135 · GF Interest Income	1.00
1-150 · Insurance Reimbursement	1,036.21
Total 1-100 · GF INCOME	95,922.54
2-100 · DS INCOME	
2-105 · DS Prop Tax Revenue	119,811.07
2-130 · DS Interest Income	696.77
Total 2-100 · DS INCOME	120,507.84
Total Income	216,450.38
Gross Profit	216,450.38
Expense	
1-1000 · SERVICES	
1-1010 · Management Expense	9,000.00
1-1015 · Maintenance Management	5,400.00
1-1020 · Legal Fees	2,344.40
Total 1-1000 · SERVICES	16,744.40
1-2000 · LODGE	
1-2005 · Advertising/ Website	217.17
1-2010 · Booking Fee	3,275.00
1-2015 · Event Hosting/ Attendant Fee	2,990.00
1-2020 · Event Supplies	462.86
1-2025 · Cleaning	592.50
1-2030 · Repairs and Maintenance	12,508.27
1-2035 · Utilities	2,161.15
1-2040 · Security	435.59
1-2045 · Snow Removal	9,437.96
1-2050 · Trash	2,062.96
1-2055 · Telephone	726.53
Total 1-2000 · LODGE	34,869.99
1-3000 · GF EXPENSES	
1-3005 · Landscape Maintenance	4,717.98
1-3010 · Repair & Maintenance - O&M	2,064.05
1-3015 · Snow Removal - O&M	8,000.00
1-3020 · Utilities - O&M	3,463.61
1-3025 · Infrastructure Replacement	2,314.06
Total 1-3000 · GF EXPENSES	20,559.70
1-4000 · OTHER	
1-4010 · Insurance/ Fees	607.48
1-4015 · Office Expenses	3.32
1-4020 · Collection Fee GF(Treasurer)	1,052.06
Total 1-4000 · OTHER	1,662.86
1-4030 · Contingency	2,400.00
2-1000 · DS EXPENSES	
2-1010 · Collection Fee DS (Treasurer)	1,571.77
Total 2-1000 · DS EXPENSES	1,571.77
Total Expense	77,808.72

Cathedral Pines Metropolitan District
Profit & Loss
January 1 through April 8, 2019

	Jan 1 - Apr 8, 19
Net Ordinary Income	138,641.66
Other Income/Expense	
Other Expense	
Other Miscellaneous Expense	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	138,641.66

Cathedral Pines Metropolitan District
Balance Sheet
As of April 8, 2019

	Apr 8, 19
ASSETS	
Current Assets	
Checking/Savings	
ECB Debt Service Fund	341,878.87
ECB General Fund	30,157.28
MM - CSAFE Bond Fund UMB	0.53
Total Checking/Savings	372,036.68
Accounts Receivable	
Accounts Receivable	58,335.00
Total Accounts Receivable	58,335.00
Other Current Assets	
Prop Tax Rec - Debt Svc	313,340.19
Prop Tax Rec - Gnl Fund	144,131.00
12000 - Undeposited Funds	5,265.00
Total Other Current Assets	462,736.19
Total Current Assets	893,107.87
Fixed Assets	
Community Center	
Accum Depreciation	-487,319.00
Original Cost	1,328,384.00
Total Community Center	841,065.00
Equipment	
Accum Depreciation	-2,219.00
Equipment - Other	13,922.00
Total Equipment	11,703.00
Parks, Trails & Monument	
Accum Depreciation	-493,548.00
Original Cost	897,354.77
Total Parks, Trails & Monument	403,806.77
Total Fixed Assets	1,256,574.77
TOTAL ASSETS	2,149,682.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	31,171.76
Total Accounts Payable	31,171.76
Other Current Liabilities	
Accrued Interest - DSvc	18,737.67
Deferred Prop Tax - DSvc	313,340.19
Deferred Prop Tax - Gnl	144,131.00
Deposits- Lodge Events	42,175.00
Total Other Current Liabilities	518,383.86
Total Current Liabilities	549,555.62
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-45,860.29
Bond Premium 2016 - Other	414,881.70

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04/05/19

Accrual Basis

Cathedral Pines Metropolitan District

Balance Sheet

As of April 8, 2019

	Apr 8, 19
Total Bond Premium 2016	369,021.41
Bonds Payable 2016 - Other	4,600,000.00
Total Bonds Payable 2016	4,969,021.41
Total Long Term Liabilities	4,969,021.41
Total Liabilities	5,518,577.03
Equity	
Debt Svc / Cap Proj Funds	155,805.00
General Fund-Restricted	8,054.00
General Fund-Unrestricted	33,873.00
Gov't Wide Fund Balance	-3,741,036.79
32000 - Retained Earnings	35,768.74
Net Income	138,641.66
Total Equity	-3,368,894.39
TOTAL LIABILITIES & EQUITY	2,149,682.64

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04/05/19

Accrual Basis

Cathedral Pines Metropolitan District

Profit & Loss Budget Performance

January 1 through April 8, 2019

Ordinary Income/Expense	Jan 1 - Apr 8, 19	Budget	Jan 1 - Apr 8, 19	YTD Budget	Annual Budget
Income					
Uncategorized Income	20.00	0.00	20.00	0.00	
1-100 · GF INCOME					
1-105 · GF Prop Tax Revenue	55,110.93	70,166.67	55,110.93	70,166.67	143,442.08
1-110 · Specific Ownership Taxes	8,624.40	2,969.95	8,624.40	2,969.95	31,869.95
1-120 · Rental Income - Lodge Events	29,650.00	9,600.00	29,650.00	9,600.00	120,000.00
1-125 · Rental Income - Sales Office	1,500.00	844.45	1,500.00	844.45	4,000.00
1-135 · GF Interest Income	1.00	0.00	1.00	0.00	
1-145 · Sales of Product Income	0.00	0.00	0.00	0.00	3,750.00
1-150 · Insurance Reimbursement	1,036.21	0.00	1,036.21	0.00	
Total 1-100 · GF INCOME	95,922.54	83,581.07	95,922.54	83,581.07	303,062.03
2-100 · DS INCOME					
2-105 · DS Prop Tax Revenue	119,811.07	151,600.00	119,811.07	151,600.00	311,842.88
2-130 · DS Interest Income	696.77	54.42	696.77	54.42	200.00
Total 2-100 · DS INCOME	120,507.84	151,654.42	120,507.84	151,654.42	312,042.88
Total Income	216,450.38	235,235.49	216,450.38	235,235.49	615,104.91
Gross Profit	216,450.38	235,235.49	216,450.38	235,235.49	615,104.91
Expense					
1-1000 · SERVICES					
1-1005 · Audit	0.00	0.00	0.00	0.00	8,000.00
1-1010 · Management Expense	9,000.00	9,800.00	9,000.00	9,800.00	36,000.00
1-1015 · Maintenance Management	5,400.00	5,988.91	5,400.00	5,988.91	22,000.00
1-1020 · Legal Fees	2,344.40	2,400.00	2,344.40	2,400.00	5,000.00
Total 1-1000 · SERVICES	16,744.40	18,188.91	16,744.40	18,188.91	71,000.00
1-2000 · LODGE					
1-2005 · Advertising/ Website	217.17	272.24	217.17	272.24	1,000.00
1-2010 · Booking Fee	3,275.00	4,083.33	3,275.00	4,083.33	15,000.00
1-2015 · Event Hosting/ Attendant Fee	2,990.00	5,444.42	2,990.00	5,444.42	20,000.00
1-2020 · Event Supplies	462.86	408.33	462.86	408.33	1,500.00
1-2025 · Cleaning	592.50	680.54	592.50	680.54	2,500.00
1-2030 · Repairs and Maintenance	12,508.27	2,722.24	12,508.27	2,722.24	10,000.00
1-2035 · Utilities	2,161.15	544.42	2,161.15	544.42	2,000.00
1-2040 · Security	435.59	544.42	435.59	544.42	2,000.00
1-2045 · Snow Removal	9,437.96	544.42	9,437.96	544.42	2,000.00
1-2050 · Trash	2,062.96	1,361.09	2,062.96	1,361.09	5,000.00
1-2055 · Telephone	726.53	326.67	726.53	326.67	1,200.00
Total 1-2000 · LODGE	34,869.99	16,932.12	34,869.99	16,932.12	62,200.00
1-3000 · GF EXPENSES					
1-3005 · Landscape Maintenance	4,717.98	1,833.33	4,717.98	1,833.33	30,000.00

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04/05/19

Accrual Basis

Cathedral Pines Metropolitan District

Profit & Loss Budget Performance

January 1 through April 8, 2019

	Jan 1 - Apr 8, 19	Budget	Jan 1 - Apr 8, 19	YTD Budget	Annual Budget
1-3010 · Repair & Maintenance - O&M	2,064.05	2,306.67	2,064.05	2,306.67	35,000.00
1-3015 · Snow Removal - O&M	8,000.00	8,000.00	8,000.00	8,000.00	16,000.00
1-3020 · Utilities - O&M	3,463.61	8,166.67	3,463.61	8,166.67	30,000.00
1-3025 · Infrastructure Replacement	2,314.06	9,255.58	2,314.06	9,255.58	34,000.00
Total 1-3000 · GF EXPENSES	20,559.70	29,562.25	20,559.70	29,562.25	145,000.00
1-4000 · OTHER					
1-4005 · Bank Charges	0.00	27.24	0.00	27.24	100.00
1-4010 · Insurance/ Fees	607.48	0.00	607.48	0.00	12,000.00
1-4015 · Office Expenses	3.32	136.09	3.32	136.09	500.00
1-4020 · Collection Fee GF(Treasurer)	1,052.06	1,180.00	1,052.06	1,180.00	2,151.63
Total 1-4000 · OTHER	1,662.86	1,343.33	1,662.86	1,343.33	14,751.63
1-4030 · Contingency	2,400.00	2,722.25	2,400.00	2,722.25	10,000.00
2-1000 · DS EXPENSES					
2-1005 · Trustee Fees	0.00	0.00	0.00	0.00	800.00
2-1010 · Collection Fee DS (Treasurer)	1,571.77	1,274.19	1,571.77	1,274.19	4,680.64
2-1015 · Bond Principal Pmts	0.00	0.00	0.00	0.00	60,000.00
2-1030 · Interest Expense DS	0.00	0.00	0.00	0.00	221,337.50
Total 2-1000 · DS EXPENSES	1,571.77	1,274.19	1,571.77	1,274.19	286,818.14
Total Expense	77,808.72	70,023.05	77,808.72	70,023.05	589,769.77
Net Ordinary Income	138,641.66	165,212.44	138,641.66	165,212.44	25,335.14
Net Income	138,641.66	165,212.44	138,641.66	165,212.44	25,335.14

Cathedral Pines Metropolitan District

PAYMENT REQUEST

4/8/2019

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Michelle Atkinson		3/8/2019	\$ 1,001.12	Lodge Events - Booking
Shaun Atkinson		3/8/2019	\$ 1,407.50	Lodge Events - Attendant
Melissa Taylor		3/8/2019	\$ 60.00	Lodge - Website
1-800 Water Damage	2019-0314	3/13/2019	\$ 3,939.07	Mold Removal
Arapahoe Fire Protection	2514394	4/2/2019	\$ 345.00	Annual Inspection
A Cut Above Lawn Service	18548	3/31/2019	\$ 1,572.66	GF - Landscape Maint.
A Cut Above Lawn Service	18483	3/31/2019	\$ 1,909.90	Lodge - Landscape Maint.-Snow
Mountain View Electric	Various.9	3/20/2019	\$ 1,123.32	GF - Utilities
Mountain View Electric	103043401	3/20/2019	\$ 533.62	Lodge - Utilities
Refrigeration Plus	15683	3/25/2019	\$ 472.06	Lodge Maintenance
Stratus IQ	838	4/1/2019	\$ 241.53	Lodge - Telephone
The Warren Management Group	13332	3/31/2019	\$ 1,800.00	GF - Maint. Management
Walker Schooler District Managers	6311	3/31/2019	\$ 3,632.75	GF - Management/Office Sup/ Can
Waste Management of CS	6358543-2528-2	3/28/2019	\$ 513.94	Lodge - Trash
TOTAL			\$ 18,552.47	

BONDS REVENUE FUND ACCOUNT

Description	Date	Amount	Comments
TOTAL		\$ -	

TOTAL \$ 18,552.47