

**CATHEDRAL PINES METROPOLITAN DISTRICT
NOTICE OF REGULAR MEETING
BOARD OF DIRECTORS**

Tuesday, July 21, 2020 - 10:00 A.M.
Lodget at Cathedral Pines
13977 Milam Road
Colorado Springs, CO 80908

Under emergency meeting procedures
Via tele- and video-conference added for Board or public
Public invited to attend

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/566807325>

You can also dial in using your phone.

United States (Toll Free): **1 866 899 4679**

United States: **+1 (571) 317-3116**

Access Code: 566-807-325

Board of Directors

Bill Heeter, President	Term Expires May 2022
Lynn Shepherd, Vice President	Term Expires May 2023
Ecton Espenlaub, Treasurer	Term Expires May 2022
John Kelley, Assistant Secretary	Term Expires May 2023
Rick Stauch, At Large	Term Expires May 2022

AGENDA

- 1. Call to Order**
 - a. Meeting operating under previously adopted Emergency Resolution 2020-3-1
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Approval of Board Meeting Minutes** – Special Meeting of May 19, 2020, Continued Regular Meeting May 27, 2020 and Regular Meeting on June 16, 2020 (see attached)
- 5. Financial Matters**
 - a. Review of 2019 audit – Braden Hammond, Biggs Kofford
 - b. 2020 forecast update – Kevin/Ecton
 - c. Review of Unaudited Financial Statements as of June 30, 2020 (see attached) – Kevin/Ecton
 - d. Approval of Payables for the Period Ending July 10, 2020 (see attached) – Kevin
 - e. Status of final FEMA claim amount - Kevin
 - f. Status of COVID-19 Relief Application – Kevin
 - g. Additional Capital Expenditures Discussion
 - Repair of waterfall pump - Ecton
 - Repair of Culverts on Fox Chase - Kevin
 - Irrigation along Lodge Drive vs. use of GatorBags - Bill

- Mailbox Vandalism/installation of cameras discussion – Bill

6. Management Matters

- a. Lodge Management Update – Lynn/Lina
 - Status of potential reopening – Lina
 - Update on Proposed “Small Party” rental rates – Lina
 - Status of website updates/photo shoots etc. - discussion
 - Status of possible vendor and/or Resident Open House in late summer – discussion
- b. Disposition of Storage Shed – Kevin/John/Bill
 - Installation of security system?
- c. Trails/Community Maintenance – Ecton
 - Plan to eliminate MVEA meters - Ecton
 - Status of Toilet Partitions for Men’s Room - Bill
 - Saxton Hollow signage and lighting update – Ecton
 - Holiday lighting - Bill
- d. Landscaping, Irrigation and ponds – Bill
 - Hiring Landscape Architect for Comprehensive Community Landscape Plan - update
 - Progress on 2020 Landscape priorities – Bill/Jamie
 - 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 - Bill
 - Install irrigation lines along Lodge Drive for new pines - Bill
- e. Metro District Website upgrade status update – Kevin
- f. Board By-Laws Initial Discussion - Bill

7. HOA Update – Rick

8. Legal Matters

9. New Business

10. 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)

11. Other Business

- a. Next Regular scheduled Board Meeting August 18, 2020 10:00 a.m. (in person at Lodge)

12. Adjournment

REMINDER: We are going to include bios of each Board member both on upcoming issues of the CP Newsletter as well as on the HOA and Metro websites. Please draft both a long and short version (long for the website, short for the newsletter) of your bio and forward them to Bill along with a current photo. Thanks!



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD MAY 19, 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, May 19th at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
John Kelley
Ecton Espenlaub
Lynn Shepherd

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Jamie Adams, Warren Management
Lina Hoekman, Lodge Manager
Rick Stauch

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1: President Heeter called the meeting to order at 10:01 a.m. and confirmed a quorum.

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

3. Approval of Board Meeting Minutes – Regular Meeting April 21, 2020: President Heeter noted a clarification on the minutes to include the income was booked immediately even if the event did not happen. Director Espenlaub noted a grammatical error.

Director Kelley requested discussion on Agenda item 4., the recommendation of candidates. Director Kelley said he asked a question about Mr. Steele during the discussion and his impression was that he had withdrawn his name for consideration, therefore Mr. Stauch was the only candidate. He added that there was not a report by the nominating committee on the details of the interviews or the recommendations. Director Kelley asked if that is still the position. President Heeter explained they got mixed messages on Mr. Steele. He applied the first time around and was not selected and he applied the second time around and before the Board made the decision, they reached out and asked if he wanted to interview. Mr. Steele said he did not want to interview again, and he knew that the Board was looking for someone to work with the County and local governments on curbs and gutters, and he wanted

nothing to do with that. He told President Heeter he was there if he needed him and that is how it was left. Director Shepherd stated for the record that she was at that meeting. Director Kelley said he is concerned because he ran into Mr. and Mrs. Steele and they provided a few emails that were sent between President Heeter, Mr. Walker and Mr. Steele. Director Kelley said he was under the impression that Mr. Steele withdrew his nomination therefore there was only one candidate, but Mr. Steele told him that was not the case. Director Kelley went on to say that for whatever reason President Heeter delayed electing anyone to the Board in the past when Mr. Steele interviewed, but this second time around Mr. Steele was very interested in serving on the Board. He said that President Heeter gave him the option to interview again and Mr. Steele felt that was not necessary. He was interested in serving on the Board but not as serving as the curb and road Czar. Director Kelley said that information was not presented at the Board meeting therefore the vote to fill the candidate position was not fully informed. The nominating committee did not present any summary information about the two candidates or a comparison. President Heeter clarified that Mr. Steele interviewed during the same time that Director Kelley interviewed about 18 months ago when Director Kelley was the one selected to join the Board. President Heeter also noted that after multiple invitations, President Heeter was informed through a third party who had talked to Mr. Steele that Mr. Steele was no longer interested in the position. President Heeter explained the reason they delayed the selection of the Board member prior to April 1 was due to possibility that an election would be needed at the District's expense of up to \$15,000. President Heeter said he had email communications with Mr. Steele discussing the delay in selection which Mr. Steele agreed to. Director Espenlaub said he did not have any information on Mr. Steele's interest in the position directly, but at the last meeting both he and Director Shepherd expressed that they felt Mr. Stauch was a very strong candidate. He confirmed that he had interviewed Mr. Steele in the past during his first interview, and he would have had the same decision with Mr. Stauch as his recommendation for the position. Director Shepherd explained that her recollection of the meeting was they had two candidates for the Board position, Mr. Steele and Mr. Stauch who both had an interest in joining the Board. Mr. Steele declined to be interviewed a second time. Mr. Stauch was interviewed and based on that, they as the nominating committee put forth a candidate they felt was the best candidate which was Mr. Stauch. The recommendation was based on Mr. Stauch's interest in helping in areas that Mr. Steele did not have any apparent interest in. Director Shepherd confirmed that she always thought there was two candidates. President Heeter confirmed that both Directors Shepherd and Espenlaub had interviewed Mr. Steele in the past. Director Kelley requested that the minutes reflect that Mr. Steele was a candidate for the position and both candidates were evaluated, and the nominating committee recommended Mr. Stauch for the Board position. Mr. Walker explained the meeting minutes reflect what happened and the discussion during the meeting, so we cannot go back and change the minutes to add information on what was not said. He noted the Board can revisit this issue as another agenda item and this discussion will be reflected in the minutes for this meeting. Director Kelley said that the minutes gave him the impression that Mr. Steele was not interested in the Board position and there was only one candidate. President Heeter said that he has emails from Mr. and Mrs. Steele in addition to multiple people saying that Mr. Steele was not interested.

Director Espenlaub moved to approve the April 21, 2020 Board Meeting Minutes; seconded by President Heeter. Motion passed. Director Kelley voted against.

4. Financial Matters:

- a. 2020 forecast update – Impact of COVID-19 on Lodge rentals:
- b. Property tax payment delay: Mr. Walker reported that roughly half of the O&M tax revenues will be delayed and may not be received until September. He noted they may want to consider that only 90% will be received this year versus the usual 98% collected.
- c. Review of Unaudited Financial Statements as of April 30, 2020: Mr. Walker reported

that the Profit and Loss versus the Budget Statement is accurate now and does reflect the current budgets. Mr. Walker noted a concern with the snow removal budget that has already been spent. The Board discussed having A Cut Above come in and discuss snow removal and costs. Director Kelley requested additional information and detail on charges for the Lodge.

- d. Approval of Payables for the Period Ending May 15, 2020: Director Kelley recommended additional research to find savings for Johnson Controls. Mr. Walker noted they own the hardware and software for the fire protection, so we have to pay the monthly charge for that. Mr. Walker will take another look and see if there are other options. Director Kelley asked about Mountain View Electric invoices that were overdue. Mr. Walker said he thought they were on auto-pay but will check into that. Director Kelley asked about a fairly significant charge for covenant enforcement for legal expenses. Mr. Walker said that charge does not make sense and it should be for the HOA. Mrs. Adams said she will compare it with the HOA's invoice. Director Kelley asked about Mrs. Hoekman's payments and that he is only aware of one approved payment for \$3,500. Mr. Walker confirmed he spoke with Mr. Allen about her contract and they will not need to do a formal contract amendment, and they can do a letter agreement that agrees to pay her outside of the scope of the contract. He noted this will be discussed later in the Agenda. Director Kelley stated that according to the contract an invoice is required and he would like to have a list of activities and actions that Mrs. Hoekman has taken with the approximate amount of time that she is spending on them so we can meter the payment based on her actual efforts. He added that he does not have a feel on whether she is spending 50 hours a month or 300 hours a month and he thinks her payment should be tied to her effort until revenue starts pumping in. He went on to say that an invoice is required, and it should not be that hard for her to generate one and he would like to have that before we pay her again. Mr. Walker confirmed he has been receiving a record of activity and timesheet from Mrs. Hoekman. Director Shepherd explained that she has been sending in a monthly record of her activities since she took on the responsibility of the Lodge, so they can distribute that to the Board moving forward. She noted it is effectively an invoice because she is being paid on goods and services in that sense.

Director Kelley moved to approve the Payables except for the White Bear invoice and Mrs. Hoekman's invoice for further review; seconded by Director Shepherd. Motion passed unanimously. The Board discussed the elected Director's Oaths of Office.

- e. FEMA Update: Mr. Walker reported that FEMA sent \$78,000 to the District. The remaining payment is being processed and should be received at some point by FEMA.
- f. COVID Emergency Loan – Update: Mr. Walker said that he does not think the District will be eligible for anything.

5. Management Matters:

- a. Metro District Website upgrade status update: Mr. Walker reported that the District's website should be able to transition to the new platform in the next few weeks. President Heeter suggested adding additional information to the website such as Director biographies. Mrs. Adams will get together with Mrs. Kulick to accomplish this.
- b. Disposition of Storage Shed: Mr. Walker researched the zoning for the property, and it is currently zoned for maintenance and storage to be owned by the Cathedral Pines Metropolitan District. Director Kelley suggested taking this issue to County organizations for feedback and noted there is still possibilities for the Lodge. Mr.

Walker said he could speak with the County Planning Director as well. Director Kelley said he thinks that is a great idea. President Heeter said he would like more information on the options and multiple paths for the shed as well for next month's meeting.

c. Trails/Community Maintenance

- Solar Light test update: Director Shepherd noted she thought the light with the film looked good.
- Plan to eliminate MVEA meters: Director Espenlaub reported the meter was pulled and next month will be the final bill. He noted they leave the wires in the ground for 5 years and after that they will come remove them if they are no longer needed. There was no cost to turn off the meter. Director Espenlaub explained it would cost \$4,200 to purchase 14 additional lamps not including Saxton Hollow and Milam intersection. In this remaining year, we would only save \$2,500 by getting rid of them. The Board discussed the long-term benefits and savings. Director Kelley moved to authorize Director Espenlaub to move forward with ordering the lamps and installing at his convenience; seconded by Director Shepherd. Motion passed unanimously.
- Lodge Pavers: Director Espenlaub requested getting a compactor for \$100 to help get them settled down.
- Saxton Hollow signage and lighting: Director Espenlaub discussed a dead-end sign, and the Board agreed to authorize Director Espenlaub to install.
- No Horses on Trails discussion: The Board discussed adding a No Horses and Dogs on Leash sign where the two new trails come in. There are no signs in that area, so it could show where horses are not allowed beyond that point. Director Kelley moved to authorize Director Espenlaub to purchase and install signs not to exceed \$250; seconded by President Heeter. Motion passed unanimously.
- Trail repairs – which areas need attention: Director Espenlaub noted he has been focusing on the pavers, but the eastern section is complete. The south will go quickly and Director Espenlaub repaired a section where the culvert was clogged in the County's area after getting approval. Next will be the west side followed by the more challenging north side section next year.

d. Landscaping, Irrigation, and ponds

- Hiring Landscape Architect for Comprehensive Community Landscape Plan – update: President Heeter presented the 7 companies identified as potential landscape architects to gain feedback from the Board. Director Stauch said he had positive experiences with GreenScapes, and noted they provide free landscape plans if they complete the work. He added their plan was very detailed and comprehensive.
- 2020 Landscape priorities
 - Fix Irrigation system: President Heeter reported they started to charge it last week, and a line was punctured by the spade during the tree removal. It was repaired but it slowed down the charging of the system which is needed to identify other breaks in the line, so this is the number one priority for A Cut Above. The Board discussed that there is no water on that median.
 - Plant trees around Lodge (purchased in 2019): President Heeter reported that 4 spruce trees were planted at the entrance to the

Lodge.

- Remove dead trees/shrubs near Lodge: The dead trees and juniper will be removed around the Lodge as well.
- Plant second garden near Lodge back deck to mirror existing: President Heeter reported they will start the second garden in June.
- Plant garden near Lodge entrance/Mailbox area
- Investigate condition of irrigation/trees/grasses on Vessey median near Holmes: President Heeter explained the area was designed to be wild and it looks it. There is dead grass and trees, so there have been discussions around what it would take to improve. The Board discussed reseeding the median up Milam with native grasses if they can get the water working there.
- Expand irrigation lines along Lodge Drive for new pines: There will be 5 pines on each side for a total of 10. President Heeter explained they can tap into the irrigation system by the mailboxes to make water available in that area.
- Pine Tree Transplant Update/Trees 4 Tomorrow: President Heeter reported that the pine tree transplant with Trees 4 Tomorrow went great. They transplanted 30 trees, 12 on Milam to fill in gaps and planted 10 along Lodge Drive. They also repositioned about 6 trees on the hillside by the Lodge. The total cost was \$0, so roughly a \$24,000 savings. President Heeter expressed concerns with warm temperatures and the irrigation not being charged yet and requested authorization to have Tall Timbers come out to water the newly transplanted trees. President Heeter estimated the cost at \$100 per hour and noted it should not take longer than half the day. He also requested permission to purchase about 12 tree bladders which are the bags that hold water around trees for those that will take longer to get irrigation going. He requested authorization to spend \$1,000 for the bladders and Tall Timbers tree watering. President Heeter moved to authorize Mrs. Adams to schedule Tall Timbers tree watering and to authorize Mr. Walker to order the bladders for the trees with costs not to exceed \$1,000; seconded by Director Espenlaub. Director Kelley asked about the future liability and said that it seems like they should have the irrigation done before transplanting the trees. He also asked if there was a plan for any other trees to be transplanted before the irrigation. President Heeter said there was no plan to transplant any additional trees and they did not know there was an irrigation issue until they popped the line. He also noted a 97% success rate for the transplanted trees and the free cost for the District. Director Kelley discussed having a plan for working with them in the future and having the irrigation done before transplanting anymore trees. President Heeter noted Trees 4 Tomorrow did lose their federal funding due to COVID-19. They do also offer a service to plant trees for homeowners and will remove donated trees at no cost.
- Culvert Repair on Fox Chase: Mr. Walker reported that he visited the culvert site with a development engineer to come up with ideas. He explained the end flare piece has broken off the pipe and there are two options for repairing the main piece. Mr. Walker said the question is whether the County must approve a different collar, and the development

engineer is researching that. Mr. Walker confirmed the culvert is the District's obligation. He noted there has not been further degradation from last year and he does not think there is any danger of it getting worse. Mr. Walker noted the adjacent property owners flagged them down and gave a list of things they believe should be fixed on their property as well. He noted the erosion is not the property owner's fault and discussed a culvert on the owner's driveway that they will get a price for repairs. The owner also believes he has an easement for access to his house. Mr. Walker noted there is an outside chance that a storm could erode it and cause more problems if the repairs are delayed again. Mr. Walker will get prices by next week and noted it would be cheaper if we just fixed the collar.

- Pond Management Update: Mrs. Adams reported that the pond is in excellent condition and they will not need to restock fish because they are keeping the biology of the pond healthy. They will just need to have the remainder of the dead cattails removed. Mrs. Adams expressed concerns with the retention pond at Vessey that is overgrown with cattails. She said she believes it is the County's responsibility, but Mr. Walker will verify. Overall, the ponds are doing well and are very healthy.

e. Lodge Management Update – Lynn/Lina

- ADT Issues – discussion
- Status of potential reopening
- Update on rentals/tours/postponements/cancellations
- Status of website updates/photo shoots etc.
- Possible Open House in late summer?
- Contract amendment for monthly stipend – Kevin/Lynn

f. Joint Recycling Day update – Bill

- Saturday, May 30 9:00 a.m. – 1:00 p.m.
- Recycling of Electronics/Shredding/Goodwill

g. Mailbox vandalism/install cameras update- Jamie

6. HOA Update:

- a. Meet and Greet Plan for 2020

7. Legal Matters: None

8. New Business: None

9. Public Comment: There was no public comment.

10. Other Business: Next Regular scheduled Board Meeting June 16, 2020 10:00 AM (in person at Lodge)

11. Adjournment: The Board discussed continuing the meeting. President Heeter moved to continue the meeting to May 27, 2020 at 9:30 AM; seconded by Director Espenlaub. Motion passed unanimously at 12:18 PM.

Respectfully Submitted,

By: Kevin Walker, District Manager

**THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 19, 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

VACANT, Director

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**MINUTES OF A CONTINUED MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD MAY 27, 2020
AT 9:30 A.M.**

Proposed minutes are presented in bold type below

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was continued held on Wednesday, May 27th at 9:30 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
John Kelley
Ecton Espenlaub
Lynn Shepherd

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Jamie Adams, Warren Management
Lina Hoekman, Lodge Manager
Rick Stauch

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1:

2. Approval of the Agenda: NA The items addressed in the initial meeting on May 19, 2020 are stricken below.

5. Financial Matters:

- a. 2020 forecast update – Impact of COVID-19 on Lodge rentals: See discussion below
~~b. Property tax payment delay~~
~~c. Review of Unaudited Financial Statements as of April 30, 2020~~
~~d. Approval of Payables for the Period Ending May 15, 2020~~
~~e. FEMA Update~~
~~f. COVID Emergency Loan Update~~

6. Management Matters:

- ~~a. Metro District Website upgrade status update~~
~~b. Disposition of Storage Shed~~
~~c. Trails/Community Maintenance~~

- ~~• Solar Light test update~~
- ~~• Plan to eliminate MVEA meters~~
- ~~• Lodge Pavers~~
- ~~• Saxton Hollow signage and lighting~~
- ~~• No Horses on Trails discussion~~
- d. ~~Trail repairs which areas need attention Landscaping, Irrigation, and ponds~~
 - ~~• Hiring Landscape Architect for Comprehensive Community Landscape Plan update~~
 - ~~• 2020 Landscape priorities~~
 - ~~• Fix Irrigation system~~
 - ~~• Plant trees around Lodge (purchased in 2019)~~
 - ~~• Remove dead trees/shrubs near Lodge~~
 - ~~• Plant second garden near Lodge back deck to mirror existing~~
 - ~~• Plant garden near Lodge entrance/Mailbox area~~
 - ~~• Investigate condition of irrigation/trees/grasses on Vessey median near Holmes~~
 - ~~• Expand irrigation lines along Lodge Drive for new pines~~
 - ~~• Pine Tree Transplant Update/Trees 4 Tomorrow~~
 - ~~• Culvert Repair on Fox Chase~~
 - Pond Management Update
- e. Lodge Management Update – Lynn/Lina*
 - ADT Issues – discussion
 - Status of potential reopening
 - Update on rentals/tours/postponements/cancellations
 - Status of website updates/photo shoots etc.
 - Possible Open House in late summer?
 - Contract amendment for monthly stipend – Kevin/Lynn

Director Shepherd and Ms. Hoekman updated the Board on the status of the contracts and the approach to each one. They are attempting to reschedule the events to later in the year or at least leave open the possibility of rescheduling.

It is unclear the status of events in the current pandemic situation. It is possible that the ban on events of a size for the venue will be raised enough to create a window for the event to occur but it is entirely up in the air.

The status of the ADT notifications was discussed. There have been numerous false alarms and Ms. Hoekman will continue to monitor and work to get the alarms reduced.

Ms. Hoekman continues to work toward an open house and photo shoot for the venue.

After discussion, a motion Director Shepherd moved to approve monthly payments to Lina Hoekman Events, LLC of \$3,500 upon approval by the Board until, subject to reports submitted by the 10th of each month denoting the hours worked, second by Director Espenlaub; motion passed unanimously.

- f. Joint Recycling Day update – Bill

- Saturday, May 30 9:00 a.m. – 1:00 p.m.
- Recycling of Electronics/Shredding/Goodwill

President Heeter updated the Board on the plans for the Recycling Day.

g. Mailbox vandalism/install cameras update- Jamie

Ms. Warren discussed the placement of the Ring Cameras near the boxes with the installation of a sign stating that the premises are under surveillance.

7. HOA Update:

- a. Meet and Greet Plan for 2020**

8. Legal Matters:

9. New Business:

10. Public Comment:

11. Other Business: Next Regular scheduled Board Meeting June 16, 2020 10:00 AM

12. Adjournment: Motion to adjourn the meeting at 9:57 AM made by Director Shepherd, second by Director Espenlaub; motion passed unanimously. The next meeting of the Board will be June 16, 2020.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 27, 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

VACANT, Director



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD JUNE 16, 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, June 16th at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
John Kelley
Ecton Espenlaub
Lynn Shepherd
Rick Stauch

Also in attendance were:

Kevin Walker, 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 Shepherd moved to approve the Agenda; seconded by Director Stauch. Motion passed unanimously.

3. Approval of Board Meeting Minutes – Regular Meeting May 19, 2020: President Heeter noted clarifications to the minutes surrounding the discussion of the delay of the Board member selection. He explained if they did not have a board member selected by April 1st, they would have to run an election for multiple candidates and an election would cost the District roughly \$15,000. If they are selected after April 1st, they would be included in the next election. President Heeter also clarified that he did not have email communication from Mr. Steele, but he spoke with someone who directly spoke to Ms. Steele who said that Mr. Steele was no longer interested in the position. President Heeter also noted that he did explain to Mr. Steele in multiple emails why they were delaying the board member selection, and he agreed it was the right thing to do.

Director Kelley asked for clarification on the candidate selection discussion in the minutes. He asked Directors Shepherd and Espenlaub if they thought there were two or just one candidate. Director Espenlaub explained that he made an assessment on both candidates and compared the two. Director

Shepherd agreed and said at the time they interviewed Director Stauch, there were two candidates and by the time they voted it sounded like Mr. Steele had decided against joining the Board at that time based on President Heeter's communication with the Steeles. Director Kelley asked Mr. Walker what the statutory source of authority for the Board to choose a candidate when there is more than one candidate for the position. He went on to say that it was his understanding that if there are two individuals who are interested in the position then an election is required.

Mr. Walker noted that he is not an attorney so he is not going to cite any statutory requirements but will give his understanding of the process. There is an oddity in the State statute that says that every appointed vacancy is required to be up for election at the next election, but there is also a statutory requirement that says that you have to set your election by 60 days prior to the election date. There is a 60-day window where the two statutes conflict, but it has never been litigated. The recommendation has been instead of creating a confusion, if there is a vacancy on the Board and that vacancy continues past the self-nomination date, that the Board wait until after election date to fill the vacancy. Mr. Walker explained they appointed Director Stauch after the election date and his seat will be up for election in 2022, so he is filling the vacancy created by Director Cawlfeld. Mr. Walker also noted that there is no requirement for an election to fill a vacancy. Mr. Walker told Director Kelley that if there were two candidates to fill a vacancy, the Board decides who will fill the vacancy for the remainder of the term or until the next election.

Director Shepherd noted that was how she was originally appointed to the Board, and when Director Kelley was originally appointed there were 4 candidates who interviewed and were interested in the vacant Board position. Director Kelley asked when there would ever be an election. Mr. Walker explained the Board has the authority to pick a vacancy, and there is an election every 2 years for either 2 or 3 of the members of the Board however the terms run. There was an election in May, but they cancelled the vote because there were two candidates for two positions.

Mr. Walker noted that the continued meeting on May 27, 2020 was not recorded and downloaded correctly, so he will need to put together a different type of minutes. He apologized to the Board for not having them ready for approval today but will have them for review at the next meeting. Mr. Walker suggested the Board table the approval of the May 19, 2020 Minutes until the next meeting. Director Shepherd moved to table the approval of the May 19, 2020 Minutes; seconded by Director Stauch. Motion passed unanimously.

4. Financial Matters:

- a. 2020 forecast update: Mr. Walker noted the Profit and Loss still has \$19,000 in rental income from Lodge events, but that is inaccurate because they are deposits held. Director Espenlaub asked what the cash position is. Mr. Walker explained there is \$167,000 in the General Fund which includes the FEMA funds and \$178,000 in Debt Service. The Board discussed the budget and reviewed items that need to be recategorized. The Board agreed to table the discussion for review once items are recategorized.
- b. Review of Unaudited Financial Statements as of May 31, 2020 – also tabled.
- c. Approval of Payables for the Period Ending June 15, 2020: The Board reviewed the Payables. Director Kelley asked about a \$7,600 charge. Director Espenlaub explained the items related to the charge and that it was for multiple projects including the pavers and gravel for the bike path. He noted that he submitted a spreadsheet with the receipts, but it was not included. Director Kelley asked about a \$1,300 invoice from A Cut Above for repairs required when the organization who planted trees broke a sprinkler line. President Heeter explained the issues with the sprinkler lines in the medians. Director Kelley noted it

was an unintended consequence of planting the trees and something to be cautious of in the future since we do not know where the lines are located.

Director Kelley asked what the Board decided on Ms. Hoekman's monthly payment from last meeting. Director Shepherd confirmed that the Board voted to create a side agreement with Ms. Hoekman. Mr. Walker noted the side agreement has not been drafted or signed yet. Director Kelley asked about the details of the agreement. Director Shepherd explained that the Board will continue to receive a record of activities and hours spent each month and the side agreement is to address compensation given the extraordinary circumstances of the epidemic. Director Kelley asked if the \$3,500 per month includes a minimum number of hours or an hourly rate to determine what value we are getting. Director Shepherd explained they determined a base rate of \$3,500 based on the 100 hours per month and she will be required to submit her hours and documentation. Director Kelley discussed Ms. Hoekman's invoice and said it is not in the District's best interest nor in our fiduciary responsibilities to not require an invoice and some accounting for payment to a vendor. He said he would like to make an exception to paying Ms. Hoekman's invoice. Director Shepherd clarified that are requiring Ms. Hoekman to submit paperwork, and they can vote to accept the payables and her payment will be provided once the Board receives her documentation of hours. Director Kelley said he believes that the Board voted and are comfortable to pay Ms. Hoekman without her having to provide hours. Director Shepherd confirmed it is in her contract to submit her hours. Director Espenlaub asked if Director Kelley would be more comfortable if they wait to send payment until they receive the documentation. Director Kelley said he would like for her hours to be reviewed and if the District got value for the \$3,500 by looking at her hours and tasks. President Heeter agreed and noted the Board should be reviewing all invoices before approving them and paying them. Director Shepherd confirmed she can review the documentation. Director Espenlaub moved to approve the payables with Ms. Hoekman's invoice pending review and approval of hours and documentation by Director Shepherd; seconded by Director Shepherd. Motion passed unanimously.

5. Management Matters:

a. Lodge Management Update

- **ADT and Fire Alarm Issues:** Director Shepherd discussed the false alarms at the Lodge that were tracked to moths getting in and faulty wiring inside from when it was originally built. Director Shepherd recommends they continue to monitor it.
- **Status of potential reopening:** Director Shepherd reported that the Governor produced draft guidelines on events yesterday that could be approved as early as this weekend. Ms. Hoekman explained the guidelines provide options for both indoor and outdoor events. Indoor events will require a minimum of 28 sqft per person or 25% capacity, whichever is smaller. That would be 25 people for the Lodge. Outdoor events will require 113 sqft per person or 50% capacity. That would allow 50 people outdoors at the Lodge. Ms. Hoekman said she feels very comfortable allowing people into the Lodge at this point with stipulations. She explained they are not required by the State to have temperature checks or masks for guests, but it is required for staffing which Ms. Hoekman believes would be manageable. Director Shepherd discussed the restrictions on venues and procedures for holding events at the Lodge. She noted they would like to gather attendee

information in case contact tracing is needed after an event. She discussed masks and that enforcement could be overly burdensome for one person to attempt. Director Stauch said that he understands the difficulties with policing, but anyone who comes inside the Lodge should wear a mask. Director Shepherd suggested having the event host encourage their guests to bring a mask and to also provide masks for those without at the Lodge.

- Update on Proposed “Small Party” rental rates: Director Shepherd discussed a small event option for new clients for 4 hours that is \$450, same as a business meeting. There are also existing clients who are waiting to reschedule big events who could have a small ceremony first with a larger event to be scheduled in the future. It would be \$200 that is then applied towards the larger event, so it is at no additional cost to the client overall but provides the Lodge with a source of revenue for an event.
 - Status of website updates/photo shoots, etc.: Ms. Hoekman reported there are quite a few photographers who show up at the Lodge unannounced to use the grounds and space for photo shoots. The idea of permits was discussed to help mitigate liability and risk as well as control the traffic at the Lodge. Ms. Hoekman and Director Shepherd researched pricing for permits in the area and decided upon \$50 photo permit which would allow a photographer to come out and use the grounds. They would sign an agreement that acknowledges they are responsible for any liability of their client or themselves. They will also have to submit documentation that shows they are a legitimate photographer with insurance. She discussed private property signage for the area and posting the information on the new Lodge website. The Board discussed non-resident events being booked by residents for the cheaper price is becoming a problem. Mr. Walker noted as District Manager he can be the one to push and challenge those events that are being booked by residents for non-residents. The Board discussed allowing residents who are photographers to use the grounds without having to pay the \$50, but still provide documentation and sign the agreement.
 - Status of possible vendor and/or Resident Open House in late summer: Ms. Hoekman suggested hosting the Open House in October and dividing it into 2 different time blocks for the residents and the event community. President Heeter suggested including the HOA Annual event at the same time. Director Shepherd suggested they continue to wait and see since capacity will be reached with 50 people. Director Kelley asked how many events are booked in July and August. Mr. Walker confirmed there are 5 events in July and 6 in August. Ms. Hoekman explained she is in contact with the clients who are waiting to see if they are going to postpone their events or cut their guest list since they all would be over capacity. The Board discussed alternative ways to generate revenue such as the small ceremonies and small corporate events. Director Shepherd noted that Ms. Hoekman has done a great job mitigating problems with postponements, cancellations, and rescheduling under these circumstances. She added that she is very impressed by her customer service with the existing clients.
- b. Disposition of Storage Shed: Mr. Walker reported that he spoke to the Development Services Director who oversees zoning at the County. The zoning documents for the Lodge show it as a community and nature center, and the storage shed is defined as district maintenance facility and storage. The Development Services Director

commented that if there is an extraordinary change of use for the storage shed, it could open the entire zoning which would bring into play the Lodge and potential for discussion of uses at the Lodge which could create an issue. Director Kelley commented that after reading the information Mr. Walker provided, the first thing we should look at is approved uses that do not require a zoning change. Director Kelley suggested adding some curb appeal and improving the look of the area and the medians in the meantime. President Heeter noted that A Cut Above is interested in renting a portion of the storage shed for their equipment. He had asked Mr. Walker for guidance on pricing and they determined it is between \$3 to \$6 per foot annually for industrial and commercial storage. The shed is 3,000 sqft and A Cut Above would be interested in renting half of the shed but would like to have an agreement on access for security reasons. Mr. Walker said he thinks \$5 per foot would be reasonable based on his research. President Heeter discussed Trees for Tomorrow as a possible vendor who may be interested in renting the other half of the storage shed. Director Stauch agreed it was a good idea to offer A Cut Above a short-term rental in the interim but noted the rental rate should cover the costs associated. The Board discussed getting a proposal for security at the shed. President Heeter will discuss this with A Cut Above and provide a formal proposal for Board review.

- c. Trails/Community Maintenance: Director Espenlaub reported on the trails and noted there were 2 trees leaning on the trail that were removed.
- Solar Light test update: There are 15 lights installed and operating.
 - Plan to eliminate MVEA meters: Director Espenlaub reported the meters are scheduled to be turned off. The Board celebrated the savings for the District.
 - Status of Toilet Partitions for Men's Room: President Heeter updated the Board on the toilet partition for the men's restroom and noted the final costs will be around \$1,200. President Heeter asked if the Board would want to authorize \$1,500 for the toilet partitions. After discussion, President Heeter moved to authorize up to \$1,500 for the purchase and installation of the ADA compliant toilet partition; seconded by Director Espenlaub. Motion passed unanimously.
 - Saxton Hollow signage and lighting update: Director Espenlaub asked the Board if they want to install a No Thru Traffic on Saxton Hollow going East. He noted there is already many signs within the community and now that there is a house there, traffic is not as much of a problem. The Board agreed the sign is not necessary but discussed reviewing the streetlight. Ms. Adams will find out if that is still an issue for the community.
 - No Horses on Trails discussion: President Heeter reported he has received a couple emails from members of the community about horses on trails, so Director Espenlaub requested putting up signs at the 3 trail access points. Director Espenlaub noted the signs will be official El Paso County signs. Director Shepherd noted ATV use on the trails as well and suggested a reminder in the next newsletter and warning of the fines and penalties.
- d. Landscaping, Irrigation, and ponds
- Hiring Landscape Architect for Comprehensive Community Landscape Plan update: President Heeter reported he has 7 candidates and will work on calling them. The trees were installed and look great. A few trees were removed as well. The second garden on the back deck was completed and looks very nice.

- 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: President Heeter requested an estimate from A Cut Above for a 2-year plan to be more economical. He noted they provided an initial proposal that would have replaced the native grass with a turf, but it would cost over \$20,000.
 - Install irrigation lines along Lodge Drive for new pines: President Heeter reported the cost would be \$1,800 but he is going to ask A Cut Above if there is a better cost. In the meantime, the trees have gator bags to keep them watered.
- Pine Tree Transplant Update/Trees 4 Tomorrow: Trees 4 Tomorrow transplanted 30 trees and they are doing good so far. He noted a few open spots in the median on Milam that additional trees may be transplanted to. Director Stauch asked about irrigation for the planned new trees. President Heeter explained there is irrigation existing at the Milam median and the trees that need irrigation have gator bags. The Board discussed the costs associated with watering the trees; each trip costs \$800+/-
- Culvert Repair on Fox Chase: Mr. Walker has gotten a few proposals that range from \$25,000 to \$35,000. President Heeter requested that Munson Landscaping provide a quote in hopes they can do it more cost-effectively. President Heeter noted there is nothing that must be done immediately.
- Pond Management Update: Ms. Adams reported they have been troubleshooting the issues with the waterfalls and they think it may be an electrical surge. She noted they may need to replace a pump. Director Espenlaub reported the lower pond is getting water after opening the valve this morning.
- e. Joint Recycling Day update: President Heeter reported the Joint Recycling day was a success and there were a lot of donations.
 - Saturday, May 30 9:00 a.m. – 1:00 p.m.
 - Recycling of Electronics/Shredding/Goodwill
- f. Mailbox vandalism/install cameras update
- g. Metro District Website upgrade status update – Kevin
- h. Board By-Laws - Bill

6. HOA Update:

- a. Meet and Greet Plan for 7/15/20 via Zoom – Black Forest Deputy Fire Chief, Trees 4 Tomorrow: Director Stauch reported they have their monthly HOA meeting tomorrow. Their focus will continue covenant enforcement as well as topics such as fire mitigation.
- b. Update on shared cost of Recycling Day Event

7. Legal Matters: There was no discussion.

8. New Business: There was no discussion.

9. Public Comment: Director Shepherd reported that she met with Magnolia and they updated her on the Lodge improvements. We have purchased the equipment for the network upgrades that we agreed to, but they have not been installed because they have not received payment for the installation. The installation is \$1,480. She explained they have paused the outdoor speakers until they know more about events. President Heeter moved to authorize the installation payment for Magnolia; seconded by Director Stauch. Motion passed unanimously. Director Kelley offered to review everything to be sure we are paying the correct amount.

10. Other Business: Next Regular scheduled Board Meeting July 21, 2020 10:00 a.m.

11. Adjournment: Director Stauch moved to adjourn; seconded by Director Shepherd. Motion passed unanimously at 1:17 p.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 16, 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

10:05 AM

07/16/20

Accrual Basis

Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January through June 2020

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
1-100 • GF INCOME				
1-105 • GF Prop Tax Revenue	118,712.51	201,148.05	-82,435.54	59.0%
1-110 • Specific Ownership Taxes	19,949.31	45,000.00	-25,050.69	44.3%
1-120 • Rental Income - Lodge Events	5,275.00	130,000.00	-124,725.00	4.1%
1-140 • FEMA Funds	78,459.81			
1-145 • Sales of Product Income	0.00	3,000.00	-3,000.00	0.0%
Total 1-100 • GF INCOME	222,396.63	379,148.05	-156,751.42	58.7%
2-100 • DS INCOME				
2-105 • DS Prop Tax Revenue	166,195.25	281,607.27	-115,412.02	59.0%
2-130 • DS Interest Income	1,423.80			
Total 2-100 • DS INCOME	167,619.05	281,607.27	-113,988.22	59.5%
Total Income	390,015.68	660,755.32	-270,739.64	59.0%
Gross Profit	390,015.68	660,755.32	-270,739.64	59.0%
Expense				
1-1000 • SERVICES				
1-1005 • Audit	0.00	8,250.00	-8,250.00	0.0%
1-1010 • Management Expense	21,000.00	42,000.00	-21,000.00	50.0%
1-1015 • Maintenance Management	12,000.00	25,000.00	-13,000.00	48.0%
1-1020 • Legal Fees	7,609.17	10,000.00	-2,390.83	76.1%
Total 1-1000 • SERVICES	40,609.17	85,250.00	-44,640.83	47.6%
1-2000 • LODGE				
1-2001 • Lodge Management	14,265.50	48,800.00	-34,534.50	29.2%
1-2010 • Booking Fee	1,160.00			
1-2015 • Event Hosting/ Attendant Fee	7,851.57			
1-2020 • Event Supplies	563.09	3,000.00	-2,436.91	18.8%
1-2025 • Cleaning	685.00			
1-2030 • Repairs and Maintenance	8,635.70	15,000.00	-6,364.30	57.6%
1-2035 • Utilities	3,605.42	8,000.00	-4,394.58	45.1%
1-2040 • Security	1,686.46	4,500.00	-2,813.54	37.5%
1-2043 • Capital Improvements - O&M	10,033.98	25,000.00	-14,966.02	40.1%
1-2044 • Landscape Maintenance	8,410.03	5,000.00	3,410.03	168.2%
1-2045 • Snow Removal	3,047.50	10,000.00	-6,952.50	30.5%
1-2050 • Trash	2,600.09	8,000.00	-5,399.91	32.5%
1-2055 • Telephone	1,328.18	3,300.00	-1,971.82	40.2%
1-4030 • Lodge Contingency	0.00	10,000.00	-10,000.00	0.0%
Total 1-2000 • LODGE	63,662.52	140,600.00	-76,937.48	45.4%
1-3000 • GF EXPENSES				
1-3005 • Landscape Maintenance	13,280.94	35,000.00	-21,719.06	37.9%
1-3010 • Repair & Maintenance - O&M	10,561.50	35,000.00	-24,438.50	30.2%
1-3015 • Snow Removal - O&M	17,204.90	16,000.00	1,204.90	107.5%
1-3020 • Utilities - O&M	6,544.18	27,500.00	-20,955.82	23.8%
1-3025 • Infrastructure Replacement	4,914.30	10,000.00	-5,085.70	49.1%
1-3030 • Election	208.08	3,000.00	-2,791.92	6.9%
1-3035 • GF - Contingency	1,200.00	10,000.00	-8,800.00	12.0%
Total 1-3000 • GF EXPENSES	53,913.90	136,500.00	-82,586.10	39.5%
1-4000 • OTHER				
1-4005 • Bank Charges	30.00	500.00	-470.00	6.0%
1-4010 • Insurance Fees	9,462.47	12,000.00	-2,537.53	78.9%
1-4015 • Office Expenses	445.16	500.00	-54.84	89.0%
1-4020 • Collection Fee GF(Treasurer)	4,273.60	3,017.22	1,256.38	141.6%
Total 1-4000 • OTHER	14,211.23	16,017.22	-1,805.99	88.7%

10:05 AM

07/16/20

Accrual Basis

Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January through June 2020

	Jan - Jun 20	Budget	\$ Over Budget	% of Budget
2-1000 - DS EXPENSES				
2-1005 - Trustee Fees	0.00	800.00	-800.00	0.0%
2-1010 - Collection Fee DS (Treasurer)	0.00	4,224.11	-4,224.11	0.0%
2-1015 - Bond Principal Pmts	0.00	65,000.00	-65,000.00	0.0%
2-1030 - Interest Expense DS	109,881.25			
2-1035 - DS - Contingency	0.00	1,000.00	-1,000.00	0.0%
Total 2-1000 - DS EXPENSES	109,881.25	71,024.11	38,857.14	154.7%
Total Expense	282,478.07	449,391.33	-166,913.26	62.9%
Net Ordinary Income	107,537.81	211,363.99	-103,826.38	50.9%
Net Income	107,537.81	211,363.99	-103,826.38	50.9%

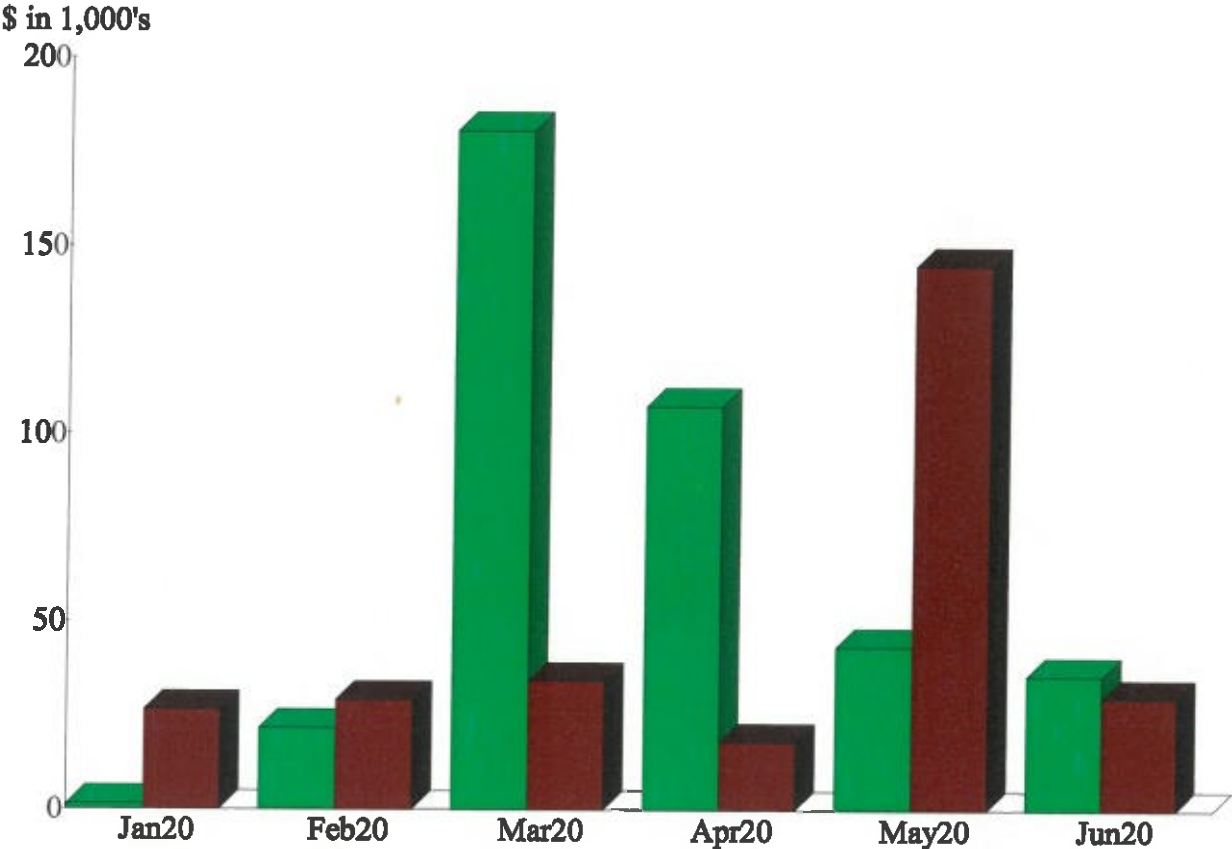
Cathedral Pines Metropolitan District
Balance Sheet
As of June 30, 2020

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
ECB Debt Service Fund	214,136.47
ECB General Fund	126,664.13
MM - CSAFE Bond Fund UMB	0.53
Total Checking/Savings	340,801.13
Accounts Receivable	
Accounts Receivable	27,870.00
Total Accounts Receivable	27,870.00
Other Current Assets	
Prop Tax Rec - Debt Svc	311,843.19
Prop Tax Rec - Gnl Fund	143,442.00
12000 - Undeposited Funds	5,800.00
Total Other Current Assets	461,085.19
Total Current Assets	829,756.32
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	2,086,331.09
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	35,878.39
Total Accounts Payable	35,878.39
Other Current Liabilities	
Accrued Interest - DSvc	18,737.67
Deferred Lodge Revenue	35,547.50
Deferred Prop Tax - DSvc	311,843.19
Deferred Prop Tax - Gnl	143,442.00
Deposits- Lodge Events	43,487.50
Total Other Current Liabilities	553,057.86
Total Current Liabilities	588,936.25

Cathedral Pines Metropolitan District
Balance Sheet
As of June 30, 2020

	Jun 30, 20
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-45,860.29
Bond Premium 2016 - Other	414,881.70
Total Bond Premium 2016	369,021.41
Bonds Payable 2016 - Other	4,540,000.00
Total Bonds Payable 2016	4,909,021.41
Total Long Term Liabilities	4,909,021.41
Total Liabilities	5,497,957.66
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	24,140.61
Net Income	107,537.61
Total Equity	-3,411,626.57
TOTAL LIABILITIES & EQUITY	2,086,331.09

Income and Expense by Month
January through June 2020



Income Summary
January through June 2020

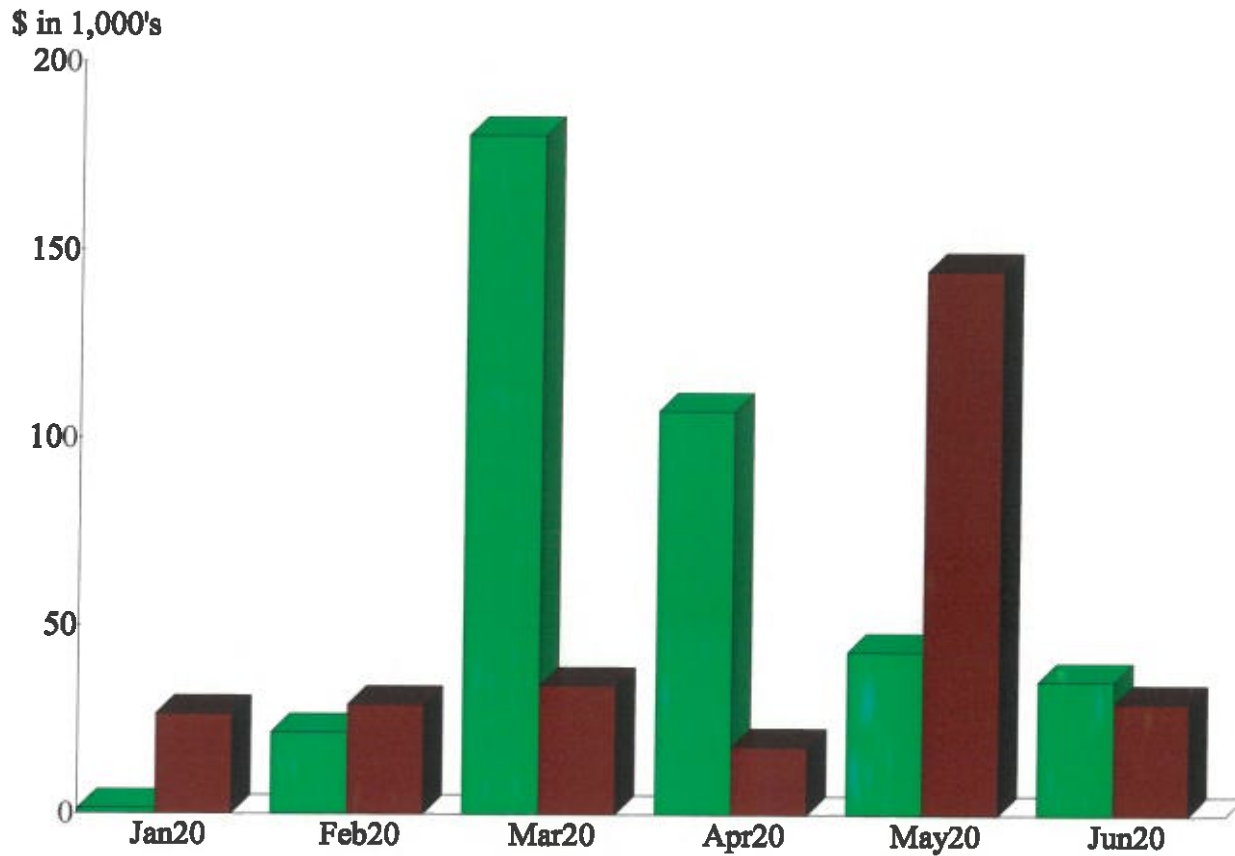
1-100 · GF INCOME	57.02%
2-100 · DS INCOME	42.98
Total	\$390,015.68



By Account

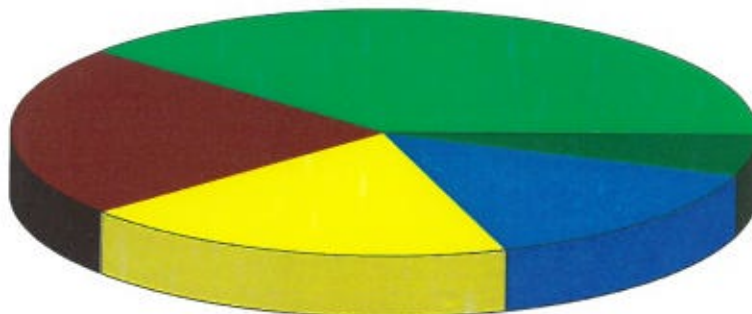
Income and Expense by Month January through June 2020

Income
Expense



Expense Summary January through June 2020

2-1000 · DS EXPENSES	38.90%
1-2000 · LODGE	22.61
1-3000 · GF EXPENSES	19.09
1-1000 · SERVICES	14.38
1-4000 · OTHER	5.03
Total	\$282,478.07



By Account

Cathedral Pines Metropolitan District

PAYMENT REQUEST

7/21/2020

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Bill Heeter	Reimbursement	6/30/2020	\$ 246.61	
Eaton Espenlaub	Reimbursement	6/30/2020	\$ 109.98	
Mcdonald	RF-8.21.2020	7/21/2020	\$ 2,250.00	Refund for Cancelled Event
Prys	RF-6.5.2020	7/21/2020	\$ 650.00	Refund for Cancelled Event
A Cut Above Lawn Services	21830	6/30/2020	\$ 1,572.66	GF - Landscape Contract
A Cut Above Lawn Services	21525	6/30/2020	\$ 8,987.43	GF/ Lodge - Repairs
A Cut Above Lawn Services	21617	6/11/2020	\$ 3,628.88	GF/ Lodge - Repairs
A Cut Above Lawn Services	21523	6/2/2020	\$ 120.00	Lodge - Landscape Maint
ADT Security	403079811		\$ -	Lodge - Security (Auto-Pay Credit)
Black Hills Energy	2464	7/2/2020	\$ -	Lodge - Utilities (Credit)
Fry Specialty Inc.	4523	6/24/2020	\$ 975.81	Lodge - Capital (check cut on 6/25/2020)
Lina Hoekman	LCP2020	6/30/2020	\$ 521.07	Lodge - Booking fee
Magnolia	JUNE	6/24/2020	\$ 1,173.26	Lodge - Capital (check cut on 6/25/2020)
Mountain View Electric	103043401	7/9/2020	\$ -	Lodge - Utilities (Auto-Pay Credit)
Mountain View Electric	ACH	7/9/2020	\$ 737.79	GF - Utilities (Auto-Pay)
Solitude Lake Management	PI-A00435209	7/1/2020	\$ 624.18	GF - landscape maintenance
Status IQ	7699	7/1/2020	\$ 240.30	Lodge - Utilities
Tall Timbers Tree & Shrub Service, Inc.	49949	6/19/2020	\$ 760.00	Lodge - Landscape Maint
Tall Timbers Tree & Shrub Service, Inc.	49850	6/19/2020	\$ 500.00	Lodge - Landscape Maint
Walker Schooler District Managers	6550	6/30/2020	\$ 3,500.00	GF - Management/ reimbursement
Warren Management	14826	6/30/2020	\$ 2,000.00	Lodge - repairs/ Maintenance
Waste Management	1-87571-84005	6/29/2020	\$ 574.82	Lodge - Trash
White Bear Ankele Tanaka Waldron	10920	6/30/2020	\$ 477.65	GF - Legal
TOTAL			\$ 29,650.44	

BONDS REVENUE FUND ACCOUNT

Description	Date	Amount	Comments
UMB Bank NA			Interest Payment
TOTAL		\$ -	

TOTAL \$ 29,650.44