

**CATHEDRAL PINES METROPOLITAN DISTRICT  
BOARD MINUTES  
SPECIAL BAORD MEETING  
MONDAY, NOVEMBER 27, 2017  
2:00 P.M.**

Present Board Members:       Bart Atkinson  
   Jeff Parker  
   Dan Potter  
   Greg Cawlfild  
   Jason Courtwright

Also Present:                    Peter M. Susemihl  
   Robin Cooper  
   John Kelly  
   Bill Par4zybok

The meeting was held at the Community Center at Cathedral Pines. The meeting was called to order at 2:00 p.m. by Bart Atkinson. Peter Susemihl acted as secretary.

It was further noted that posting of this meeting as a special meeting time had been done and that a notice of budget hearing had been published.

The Board discussed proposals for services from Warren Management and Walker Schooler. Following discussion upon motion made by Dan Potter, seconded by Jeff Parker, the Board unanimously approved the engagement of Walker Schooler to commence January 1 provided that they would be paid the monthly rate for December in order to assist in the transition.

The Board reviewed several other contracts

The Board then spent some time reviewing the preliminary 2018 budget. Following discussion it was noted that the Board agreed:

- they would further review the budget and send any comments to Bart Atkinson;
- the final budget based on the final AV would be presented to the Board prior to  
The December 11, 2017 budget hearing.

here being no further old or new business, the meeting was adjourned at 4:20 p.m.

**PETER M. SUSEMIHL**

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Peter M. Susemihl, Acting Secretary

<p style="text-align: center;"><b>CP METRO BOARD MINUTES</b> <b>08.31.17</b></p>
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**Meeting Length:** 9:00 am to approx. 10:42 am

**Location:** Cathedral Pines Lodge

**Attendees:** Bart Atkinson, Gregg Cawlfild, Jeff Parker, Jason Courtright (all in person)

\*Dan Potter via teleconference for a few minutes.

*\*Dan Potter called in for a couple minutes apologizing that he could not make the meeting due to poor health. He was able to participate for a few minutes, but ultimately had to leave the meeting and the call due to health reasons. We then lost connection.*

I. GENERAL BUSINESS – State of Board

- a. It was first brought up on the call with Dan Potter that there were some concerns for his health and the fact that he was going to be checking into the Mayo Clinic in September to combat his current health issues. It was discussed that this may be an appropriate time to take some of the responsibilities of the metro board off his plate and research farming some or all of these responsibilities out. There have been complaints directed to Metro Board Members and to the HOA even though this is not the HOA's area of responsibility. Dan pointed out that there were some positive comments as well.
- b. Discussion was continued with the mentioning of Warren Mgt. and a possible transfer of these responsibilities and potential synergies between management of the HOA and Metro District.
- c. Dan Potter felt this may be a good idea considering his health.
- d. Dan Potter also mentioned a \$6,000 expenditure for the replacement of sod at the lodge that had been damaged. Dan was going to get back to us on the company that was selected for this, but the original price was \$12,000 to replace.
- e. Not all Board Members were made aware of the sod damage, cause, or replacement.
- f. There was also an update from Dan on the new sign post installs and their leveling
- g. Dan left the call due to the onset of daily seizures and we are not able to communicate with him any further and the call was dropped.
- h. Discussion was continued that there is an appearance that board is not getting what it needs to get done relative to maintenance and capital improvements, etc. Seems to be a view of many in the community of just high school kids kind of working on various projects but they are not getting done and being left unfinished.
- i. After Dan was no longer able to continue the call it was discussed what should be done to help alleviate his responsibilities and duties to help in the continuance of the Metro Districts responsibilities.
  1. A motion was brought forth and seconded to place Bart Atkinson as the Interim President giving Dan Potter time to resolve his health issues and

get well. Motion was approved unanimously by those present with Bart Atkinson abstaining. Bart agreed to assist on an Interim Basis in this role as, outside of Dan, he has the most knowledge of the current state of affairs of the Metro District in order to affect an orderly transition of duties to an outside vendor.

II. ADDITIONAL ITEMS –

- a. Motion was presented and seconded for board approval and notification for any expenditures over \$1,000 moving forward. Motion was passed by all present. Bart Abstained.
- b. Discussion of an emergency meeting was had to set up times to meet with outside entities to assist in managing the Metro Board. Warren Management and Z & R Management were discussed as possible candidates.
- c. There was a brief discussion about the Lodge and if it was worth the \$55,000 in revenue to host weddings in Cathedral Pines. This was tabled and not discussed in too much depth moving forward. It was pointed out how it does keep cost down in terms of individual resident responsibilities. If we don't have cost will go up for individual property owners.

No Further Items Were Discussed – Meeting was adjourned

III. ACTION ITEMS –

- a. Bart was going to inventory all equipment and outstanding maintenance issues.
- b. Bart was going to send an email identifying unfinished work and maintenance requirements.
- c. Gregg was going to work with calendar to get meeting dates for Warren Mgt. and Z & R.