

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

May 18, 2021 10:00 AM - 12:30 PM (MDT)
Cathedral Pines Community Center
13975 Milam Rd.
Colorado Springs, CO 80908
Or

Please join meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/167017405>

You can also dial in using your phone.

United States: +1 (571) 317-3129

Access Code: 167-017-405

Public Welcome

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
(Open)	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 – Regular meeting on April 20, 2021 (see attached)

5. Welcome to New Board Member/Official Vote - All

6. Change in Officer Responsibilities - Bill

7. Lodge Management Update – Lynn/Lina

- a. Status of current operations – **Lina**
- b. Status of capital items - **Lynn/Lina**

8. Financial Matters

- a. Review of Unaudited Financial Statements as of April 30, 2021 (see attached) – **Kevin/Ecton**
- b. Approval of Payables for the Period Ending May 18, 2021 (see attached) – **Kevin**
- c. Update on Status of FEMA/COVID claim amounts – **Kevin**
- d. Update on Grant Possibilities – **Kevin**

9. Management Matters

- a. Overview of Community Irrigation/Waterfalls/Cisterns/Wells/Pumps – **Ashley** – A Cut Above
- b. Irrigation Plans
 - Median irrigation start-up – **Jamie/Ashley**
 - Proposal to map irrigation lines, wells and cisterns throughout community – **Bill/Ashley**
 - Proposal to begin irrigation work along Lodge Drive – **Bill/Ashley**
 - Mowing of Lower Vessey area by A Cut Above – **Bill**
 - Dredging of Lower Vessey ponds - **Bill**
- c. Long Term Landscaping Plan Proposals - **Bill**
 - Kimley-Horn – **Jeremy Powell**
 - Matrix Design Group – **Jason Alwine**

10. Legal Matters

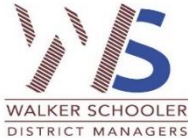
11. New Business

12. 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)

13. Other Business

14. Adjournment – Next Regular Board Meeting scheduled for **June 15, 2021** at 10:00 AM

REMINDER: The community Recycling/Donation Event is scheduled for Saturday, June 5 from 9 a.m. thru Noon



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD APRIL 20, 2021
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, April 20th at 10:00 a.m., at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Lynn Shepherd
Rick Stauch

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Rebecca Hardekopf, Walker Schooler District Managers
Jamie Adams, Warren Management
Lina Hoekman, Lodge Manager
Nancy Piasecki, Resident of Cathedral Pines
Matt Kolz, Resident of Cathedral Pines

1. Call to Order:

- a. President Heeter called the meeting to order at 10:06 a.m. and confirmed a quorum of the Board was present.

2. Approval of the Agenda: Director Stauch moved to approve the Agenda as presented; seconded by Director Espenlaub. Motion passed unanimously.

3. Approval of Board Meeting Minutes – Regular meeting on March 19, 2021: Director Espenlaub moved to approve the March 19, 2021 Meeting Minutes; seconded by Director Shepherd. Motion passed unanimously.

4. Lodge Management Update

- a. Status of current operations: Mrs. Hoekman reported that as of Friday, the Lodge is able to operate at 100% capacity without restrictions other than masks are required. Events that are scheduled should be good to go moving forward with the exception of those with guests from out of the country. Mrs. Hoekman discussed event bookings and noted an increase in internet activity since the announcement on capacity.

- b. Status of capital items: The Board discussed the completed Lodge improvements and maintenance. Mrs. Hoekman noted she found an under-budget price for tables and chairs and is waiting for details on shipping. Mrs. Adams reported the exterior wood staining is \$4,800 and the seals and coat for the road will be done in June. Director Shepherd discussed updating the branding logo and the official name for the Lodge and presented design options to the Board. The Board agreed they would like to move forward with updating Lodge branding and logo as presented and modified. Directors Heeter and Espenlaub recommended using The Lodge at Cathedral Pines since there is already signage using that name.

5. Financial Matters:

- a. Review of Unaudited Financial Statements as of March 31, 2021: Mr. Walker presented the unaudited financial statements as of March 31, 2021. 40% of the operating budget has been received from tax revenue with the majority to be collected in April.
- b. Approval of Payables for the Period Ending April 10, 2021: Director Stauch moved to approve the Payables for the period ending April 10, 2021; seconded by Director Shepherd. Motion passed unanimously. Director Stauch asked about an invoice received from Waste Management. Ms. Hardekopf explained the District terminated services with Waste Management in 2020 but they continue to send invoices. Mrs. Adams suggested returning the invoice with the Termination letters attached and noted the salesperson confirmed the services were terminated.
- c. Update on Status of FEMA/COVID claim amounts: Mr. Walker reported that FEMA communicated that they are behind schedule due to COVID. Mr. Walker explained the history of the FEMA claim and noted the District is waiting on roughly \$52,000 according to the State. Mr. Walker explained the different budget number that is lower due to his opinion that there are funds that may not be reimbursed when there is a final determination.
- d. Future possibilities for recovery grants/loans, etc.: Mr. Walker discussed the billions of dollars in COVID relief grants that will be distributed throughout the country. He noted that he may hire a Grant Writer to assist with pursuing funds for the Districts. Mr. Walker and his office will continue to monitor the situation and report back to the Board. In addition, an article will be included in the upcoming newsletter requesting assistance from any Cathedral Pines resident who may have experience writing grants.

6. Management Matters:

- a. Update on Management activities
 - District Manager: There was no discussion.
 - Warren Management activities: There was no discussion.
- b. Update on nearby development proposals: The Board discussed the proposed new growth and annexation north of Cathedral Pines. Mr. Walker noted there is a new County Master Plan that was written about in Sunday's newspaper. Mrs. Piasecki commented on the annexation of Flying Horse North and the size of the lots and requested that more communication be sent out to inform the residents of Cathedral Pines such as an individual communication from the HOA regarding trash notifications. Mrs. Piasecki also asked if there is an opportunity to represent Cathedral Pines as a whole and if that would be the Metro District or the HOA. Mr. Kolz said he would like guidance on the best way to comment and provide input on the annexation and master plan. Mrs. Piasecki commented that commenting on the County Master Plan is very difficult to navigate and is hoping to get a reply from the Executive Director of Development Services on how best to input into the process. The Board discussed the extension of Milam Road and proposed development. After further discussion, Mr. Walker suggested the Board vote on working with the HOA to do a joint communication regarding input from Black Forest to the El Paso County Master Plan, the proposed acreage, and the concern regarding the annexation,

as well as appointing a subcommittee to draft the communication. Ms. Hardekopf suggested utilizing a Jot Form survey to consolidate the data. Ms. Piasecki said she would be willing to join the subcommittee. President Heeter moved to create a subcommittee and suggested appointing Director Stauch, Mrs. Piasecki, and Mr. Kolz; seconded by Director Stauch. Motion passed unanimously. President Heeter requested to discuss Agenda item 12 next.

- c. Update on Security System/Consolidation of Fire Alarm Monitoring etc.: Mr. Walker requested a report on why the fire alarm had been disengaged; Ms. Hoekman and Ms. Adams confirmed it was not operating correctly and they had disconnected it. Mr. Walker will get the Service provider to revisit and repair. Mr. Walker also noted that ADT was the only responsive bid on the security system and the contract would be sent to President Heeter for signature restart of the system.
- d. Update on Community Map: Mr. Walker reported the map should be completed by Kinley/Horn by the end of the week.
- e. Trails/Community Maintenance: Director Espenlaub reported that he laid fescue seed on the log erosion barriers at the Lodge and will begin watering when the weather warms up.
- f. Pond startup: Mrs. Adams reported the pond startup is scheduled for the first week of May and lake management will schedule to stock the fish once the pond is circulating. Mrs. Adams will report back with details on the fish.
- g. Bulletin Boards: There was no discussion.
- h. Irrigation Plans
 - Median irrigation start-up: A Cut Above will start irrigation the week of May 10, 2021.
 - Proposal to map irrigation lines, wells and cisterns throughout community: A proposal was received to map out the system for \$250/hour from Leak Detection Company, and Mrs. Adams is still waiting on a proposal from H2O Irrigation. It is roughly estimated to take 10 hours. President Heeter noted the Board will discuss landscaping and irrigation in detail at the May Board meeting. Two companies will present their proposals for the long-term landscaping plans, and A Cut Above will join to discuss the location of the wells, cisterns, and irrigation.
 - Proposal to begin irrigation work along Lodge Drive: President Heeter presented the proposal from A Cut Above to begin irrigation work along Lodge Drive. President Heeter moved to approve the proposal from A Cut Above to not exceed \$2,000 for the irrigation work along Lodge Drive. Director Shepherd noted the overflow parking planned for along Lodge Drive. Seconded by Director Shepherd. Motion passed unanimously.
- i. Participation with HOA Recycling Day
 - Share Cost: The Board voted last month to approve a cost split with the HOA.
 - Blood Drive/Bloodmobile: President Heeter reported there will not be a bloodmobile available.
 - Food donations: President Heeter suggested hosting a food donation drive to benefit the Black Forest Food Bank instead of the blood donation during the HOA Recycling Day.

7. By Laws Discussion: President Heeter requested the Board discuss table this item to the June Board meeting so the new board member can provide input.

8. HOA Update: Director Stauch reported the HOA formed a subcommittee for a Fire Wise designation. He noted there are certain mandatory guidelines that were updated in the Design Guidelines such as not distributing mulch within 25 feet of a roadway due to fire dangers from cigarettes. Director Stauch discussed the benefits of a Fire Wise designation including cheaper insurance rates, and to protect the community from fire. Director Stauch went over the updates to the Design Guidelines in detail for the

Board. The Board discussed changes to fences and guidelines, and Director Shepherd expressed concerns with fences being up along the trails and the impact to wildlife. President Heeter discussed the cattails and weeds near the ponds and suggested taking over maintenance from the County. Mr. Walker noted there are certain protections for wetlands.

9. Legal Matters: There was no discussion.

10. New Business: There was no discussion.

11. Public Comment: There was no public comment.

12. Board Vacancy – Report from subcommittee: President Heeter reported on the Board candidate interviews and noted both candidates were very strong, so it is not an easy decision to make a recommendation. President Heeter and Director Stauch recommend Mr. Kevin Combs to the open Board position. Director Stauch suggested having the other candidate, Mr. Eisenhart be appointed to a subcommittee for working with the County on roads and other issues. President Heeter moved to appoint Mr. Kevin Combs to the open Board position and fulfill the vacancy; seconded by Director Stauch. Motion passed unanimously.

13. Other Business:

- a. Next Regular Board Meeting scheduled for May 18, 2021 at 10:00 AM

14. Adjournment: Director Espenlaub moved to adjourn the meeting; 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 APRIL 20, 2021 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Bill Heeter, President

Lynn Shepherd, Vice President

Ecton Espenlaub, Treasurer

Rick Stauch, Director

Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January through April 2021

	<u>Jan - Apr 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
1-100 · GF INCOME				
1-105 · GF Prop Tax Revenue	127,286.99	258,217.22	-130,930.23	49.3%
1-110 · Specific Ownership Taxes	15,229.53	36,150.41	-20,920.88	42.13%
1-120 · Rental Income - Lodge Events	13,653.67	75,000.00	-61,346.33	18.21%
1-127 · Rental Income - Shed	3,333.32			
1-140 · FEMA Funds	0.00	20,000.00	-20,000.00	0.0%
1-145 · Sales of Product Income	0.00	1,600.00	-1,600.00	0.0%
Total 1-100 · GF INCOME	<u>159,503.51</u>	<u>390,967.63</u>	<u>-231,464.12</u>	<u>40.8%</u>
2-100 · DS INCOME				
2-105 · DS Prop Tax Revenue	127,286.97	258,217.22	-130,930.25	49.3%
2-130 · DS Interest Income	59.42			
Total 2-100 · DS INCOME	<u>127,346.39</u>	<u>258,217.22</u>	<u>-130,870.83</u>	<u>49.32%</u>
Total Income	<u>286,849.90</u>	<u>649,184.85</u>	<u>-362,334.95</u>	<u>44.19%</u>
Gross Profit	286,849.90	649,184.85	-362,334.95	44.19%
Expense				
TRANSFERS OUT				
Capital Replacement Reserve	0.00	25,000.00	-25,000.00	0.0%
Total TRANSFERS OUT	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
1-1000 · SERVICES				
1-1005 · Audit	0.00	0.00	0.00	0.0%
1-1010 · Management Expense	14,760.00	14,700.00	60.00	100.41%
1-1015 · Maintenance Management	8,000.00	8,333.36	-333.36	96.0%
1-1020 · Legal Fees	2,208.37	3,666.64	-1,458.27	60.23%
Total 1-1000 · SERVICES	<u>24,968.37</u>	<u>26,700.00</u>	<u>-1,731.63</u>	<u>93.51%</u>
1-2000 · LODGE				
1-2001 · Lodge Management	10,500.00	7,000.00	3,500.00	150.0%
1-2020 · Event Supplies	149.43	3,000.00	-2,850.57	4.98%
1-2025 · Cleaning	0.00	500.00	-500.00	0.0%
1-2030 · Repairs and Maintenance	8,155.12	10,000.00	-1,844.88	81.55%
1-2035 · Utilities	2,648.46	2,666.64	-18.18	99.32%
1-2040 · Security	616.97	1,000.00	-383.03	61.7%
1-2043 · Capital Improvements - O&M	0.00	20,000.00	-20,000.00	0.0%
1-2044 · Landscape Maintenance	70.80	5,000.00	-4,929.20	1.42%
1-2045 · Snow Removal	4,130.00	5,000.01	-870.01	82.6%
1-2050 · Trash	0.00	2,000.00	-2,000.00	0.0%
1-2055 · Telephone	1,441.80	1,100.00	341.80	131.07%
1-4030 · Lodge Contingency	0.00	10,000.00	-10,000.00	0.0%
Total 1-2000 · LODGE	<u>27,712.58</u>	<u>67,266.65</u>	<u>-39,554.07</u>	<u>41.2%</u>
1-3000 · GF EXPENSES				
License & Fees	553.73			
1-3005 · Landscape Maintenance	7,425.24	11,666.64	-4,241.40	63.65%
1-3010 · Repair & Maintenance - O&M	392.89	25,000.00	-24,607.11	1.57%

Cathedral Pines Metropolitan District

Profit & Loss Budget vs. Actual

January through April 2021

	Jan - Apr 21	Budget	\$ Over Budget	% of Budget
1-3015 · Snow Removal - O&M	2,875.00	12,500.01	-9,625.01	23.0%
1-3020 · Utilities - O&M	2,822.74	6,666.64	-3,843.90	42.34%
1-3025 · Infrastructure Replacement	0.00	10,000.00	-10,000.00	0.0%
Total 1-3000 · GF EXPENSES	14,069.60	65,833.29	-51,763.69	21.37%
1-4000 · OTHER				
1-4005 · Bank Charges	0.00	500.00	-500.00	0.0%
1-4010 · Insurance/ Fees	9,341.00	12,000.00	-2,659.00	77.84%
1-4015 · Office Expenses	0.00	500.00	-500.00	0.0%
1-4020 · Collection Fee GF(Treasurer)	2,086.80	3,873.26	-1,786.46	53.88%
Total 1-4000 · OTHER	11,427.80	16,873.26	-5,445.46	67.73%
1-5000 · COVID RELATED EXPENSES				
1-5010 · Lodge COVID Restructuring	0.00	14,000.00	-14,000.00	0.0%
1-5020 · Cleaning Services	0.00	1,000.00	-1,000.00	0.0%
1-5050 · Other	0.00	1,000.00	-1,000.00	0.0%
Total 1-5000 · COVID RELATED EXPENSES	0.00	16,000.00	-16,000.00	0.0%
2-1000 · DS EXPENSES				
2-1010 · Collection Fee DS (Treasurer)	1,797.56			
2-1015 · Bond Principal Pmts	0.00	65,000.00	-65,000.00	0.0%
2-1030 · Interest Expense DS	109,028.12	0.00	109,028.12	100.0%
Total 2-1000 · DS EXPENSES	110,825.68	65,000.00	45,825.68	170.5%
66910 · Bank Service Charges	-17.58			
Total Expense	188,986.45	282,673.20	-93,686.75	66.86%
Net Ordinary Income	97,863.45	366,511.65	-268,648.20	26.7%
Net Income	97,863.45	366,511.65	-268,648.20	26.7%

Cathedral Pines Metropolitan District
Balance Sheet
As of April 30, 2021

	Apr 30, 21
ASSETS	
Current Assets	
Checking/Savings	
ECB Debt Service Fund	310,216.33
ECB General Fund	198,809.92
MM - CSafe Bond Fund UMB	0.53
Total Checking/Savings	509,026.78
Accounts Receivable	
Accounts Receivable	550.00
Total Accounts Receivable	550.00
Total Current Assets	509,576.78
Fixed Assets	
Community Center	
Accum Depreciation	-531,599.00
Original Cost	1,328,384.00
Total Community Center	796,785.00
Equipment	
Accum Depreciation	-2,683.00
Equipment - Other	13,922.00
Total Equipment	11,239.00
Parks, Trails & Monument	
Accum Depreciation	-540,161.00
Original Cost	897,354.77
Parks, Trails & Monument - Other	69,594.64
Total Parks, Trails & Monument	426,788.41
Total Fixed Assets	1,234,812.41
TOTAL ASSETS	1,744,389.19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	140,681.26
Total Accounts Payable	140,681.26
Other Current Liabilities	
Accrued Interest - DSvc	18,737.67
Deposits- Lodge Events	26,500.00
Total Other Current Liabilities	45,237.67
Total Current Liabilities	185,918.93
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-65,260.36
Bond Premium 2016 - Other	414,881.70
Total Bond Premium 2016	349,621.34
Bonds Payable 2016 - Other	4,475,000.00
Total Bonds Payable 2016	4,824,621.34
Total Long Term Liabilities	4,824,621.34
Total Liabilities	5,010,540.27

Cathedral Pines Metropolitan District

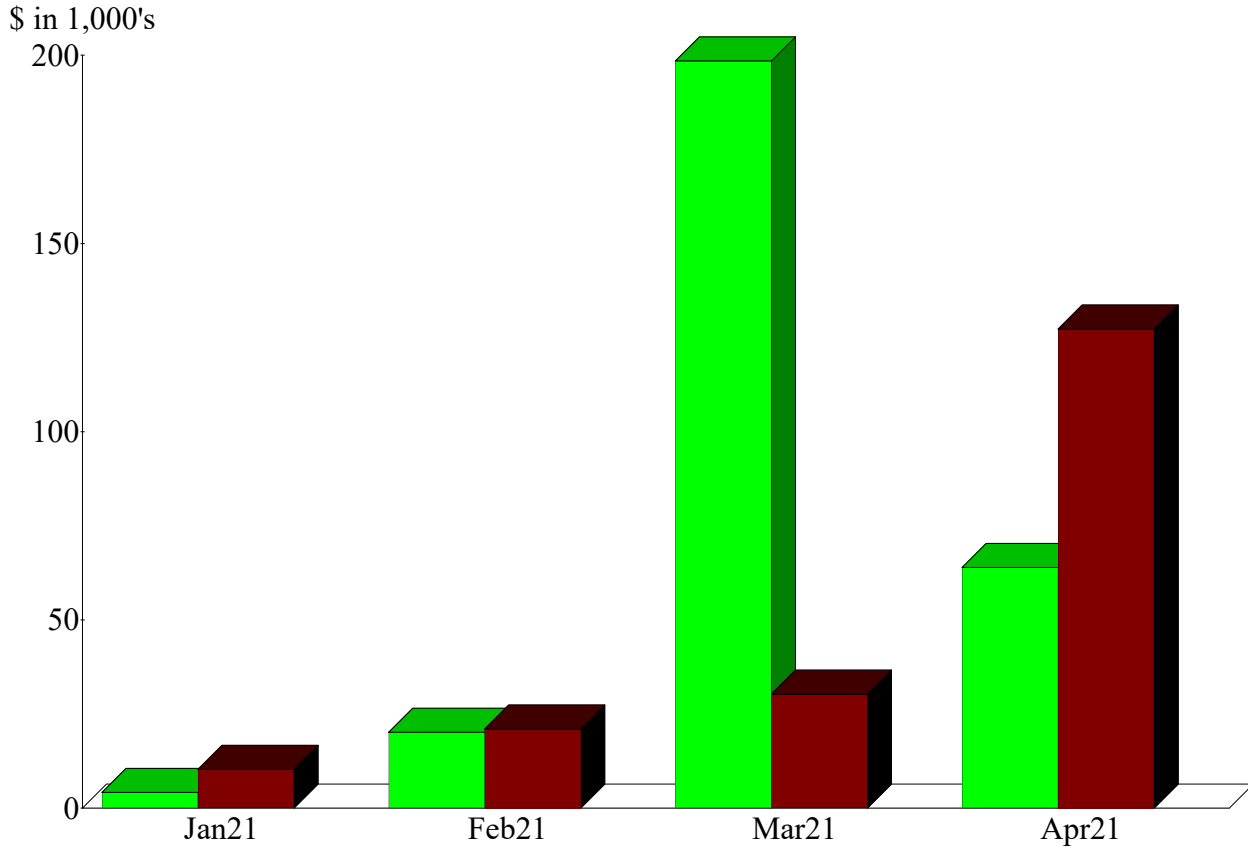
Balance Sheet

As of April 30, 2021

	<u>Apr 30, 21</u>
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	179,290.26
Net Income	97,863.45
Total Equity	<u>-3,266,151.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,744,389.19</u></u>

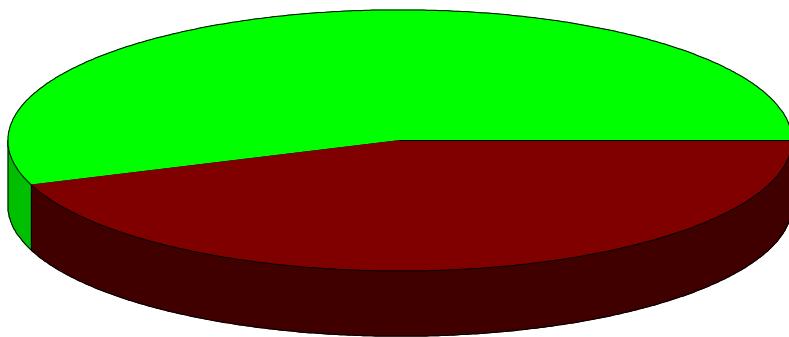
Income and Expense by Month
January through April 2021

Income
Expense



Income Summary
January through April 2021

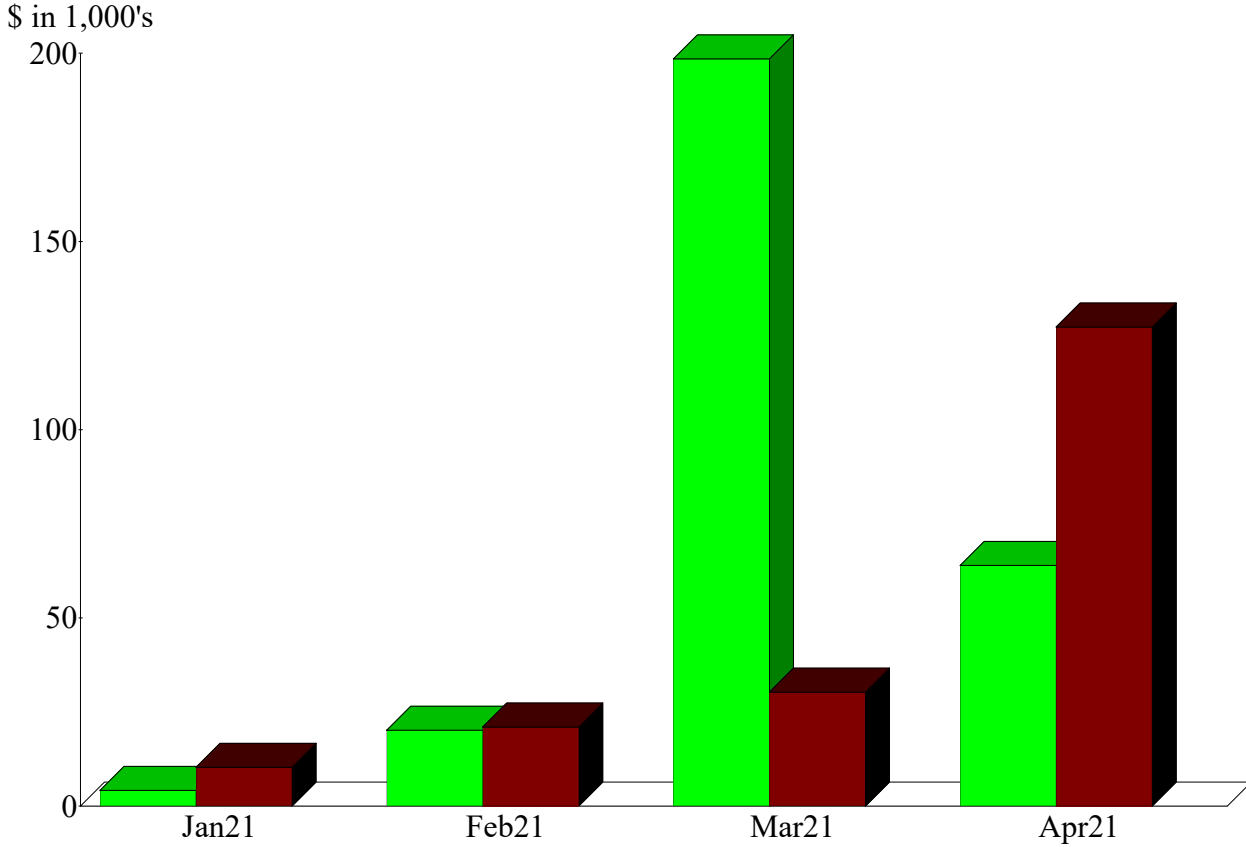
1-100 · GF INCOME	55.61%
2-100 · DS INCOME	44.39
Total	\$286,849.90



By Account

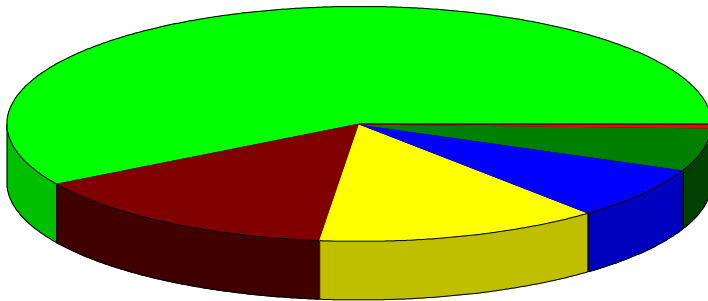
Income and Expense by Month
January through April 2021

Income
Expense



Expense Summary
January through April 2021

2-1000 · DS EXPENSES	58.64%
1-2000 · LODGE	14.66
1-1000 · SERVICES	13.21
1-3000 · GF EXPENSES	7.44
1-4000 · OTHER	6.05
66910 · Bank Service Charges	\$-17.58
Sub-Total	\$188,986.45



By Account

Cathedral Pines Metropolitan District

PAYMENT REQUEST

5/20/2021

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
A Cut Above Lawn Service	23495	5/5/2021	2,475.08	
A Cut Above Lawn Service	23399	4/20/2021	105.00	
A Cut Above Lawn Service	23435	4/21/2021	105.00	
A Cut Above Lawn Service	23390	4/20/2021	105.00	
A Cut Above Lawn Service	23419	4/20/2021	135.00	
A Cut Above Lawn Service	23418	4/20/2021	170.00	
A Cut Above Lawn Service	23476	5/3/2021	40.00	
A Cut Above Lawn Service	23259	3/7/2021	200.00	
A Cut Above Lawn Service	23090	1/1/1957	1,010.00	
A Cut Above Lawn Service	21310	5/31/2020	2,917.63	
American Veteran Handyman	1511	4/27/2021	3,702.59	
Black Hills Energy	5715886192	5/4/2021	176.65	
Ecton Espenlaub	519	4/12/2021	70.80	
Jeremy McVay (V)	4.10.2021RF	5/3/2021	700.00	
Johnson Controls Fire Protection LP	21904991	10/1/2020	667.07	
Johnson Controls Fire Protection LP	87730178	4/29/2021	543.00	
Mountain View Electric	04/21/2021	4/21/2021	492.41	Utilities - Lodge
Mountain View Electric	136515	4/21/2021	34.00	Utilities - O&M
Mountain View Electric	135430	4/21/2021	34.00	Utilities - O&M
Mountain View Electric	133152	4/21/2021	34.47	Utilities - O&M
Mountain View Electric	134333	4/21/2021	34.59	Utilities - O&M
Mountain View Electric	135331	4/21/2021	35.00	Utilities - O&M
Mountain View Electric	132214	4/21/2021	35.42	Utilities - O&M
Mountain View Electric	133146	4/21/2021	37.08	Utilities - O&M
Mountain View Electric	133210	4/21/2021	37.08	Utilities - O&M
Mountain View Electric	136159	4/21/2021	38.61	Utilities - O&M
Mountain View Electric	134231	4/21/2021	42.00	Utilities - O&M
Mountain View Electric	133118	4/21/2021	42.40	Utilities - O&M
Mountain View Electric	189478	4/21/2021	44.00	Utilities - O&M
Premier Carpet Cleaning	20667	4/18/2021	1,800.00	
Stratus IQ	7699	3/25/2021	480.60	
The Warren Management Group, Inc.	15965	4/30/2021	2,000.00	
Walker Schooler District Managers	76	4/30/2021	3,735.00	
Waste Connections of CO, Inc	3893126	5/1/2021	542.64	
White Bear Ankele Tanaka & Waldron	15628	4/30/2021	86.10	
TOTAL			\$ 22,708.22	

BONDS REVENUE FUND ACCOUNT

Description	Date	Amount	Comments
UMB Bank NA	4/1/2021	\$ 109,028.12	Interest Payment
TOTAL		\$ 109,028.12	

TOTAL \$ 131,736.34

Director