

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

September 30, 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

We encourage our attendees to participate in person; however, if you choose to join virtually please have your camera on so we are able to get to know everyone a little better

Board of Directors

Bill Heeter, President	Term Expires May 2022
Lynn Shepherd, Vice President	Term Expires May 2023
Kevin Combs, Treasurer	Term Expires May 2023
Ecton Espenlaub, Secretary	Term Expires May 2022
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 August 17, 2021 (see attached)

5. Budget Update – Kevin W./Kevin C.

- a. Review of Unaudited Financial Statements as of August 31, 2021 (see attached) – Kevin W/ Kevin C.
- b. Approval of Payables for the Period Ending August 31, 2021 (see attached) – Kevin W.
- c. Projection for EOY – Kevin W.
- d. Update on Status of FEMA/COVID claim amounts – Kevin
- e. Future possibilities for recovery grants/loans, etc. – Kevin
- f. Budget approval process for 2021/2022 – Kevin W,

6. Flying Horse North Development – Nancy Piesecki (Guest Resident)

7. ‘Estates at Cathedral Pines’ Development – Bill H.

8. Lodge Management Update – Lina/Lynn/Brandon

- a. YTD Update/Projections
- b. Proposed Capital Spending for 2022
- c. New Business Development Plan
- d. Plan to update Competitive Comparison
- e. Rental changes for 2022?
- f. Management Transition

9. Management Matters

- a. Set date for Metro Annual Meeting
- b. Process for Spring Elections/Call for candidates – Kevin W.
- c. Set meeting dates for 2022, including quarterly evening meetings
- d. HOA Election Update
- e. Need to review Metro governing documents – Bill
- f. Streets/Gutters “Czar”
- g. Bulletin Boards status?

10. Long Term Landscaping Plan Update – Bill H.

11. Legal Matters

12. New Business

13. 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)

14. Other Business

15. Adjournment – Next Regular Board Meeting scheduled for October 19, 2021 at 10:00 A.M.
Discussion Regarding Long Term Landscaping Plan



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD AUGUST 17, 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, August 17th 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
Lynn Shepherd
Ecton Espenlaub
Kevin Combs
Rick Stauch

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Rebecca Hardekopf, Walker Schooler District Managers (by phone)
Riley Walker, Walker Schooler District Managers
Jamie Adams, Warren Management
Lina Hoekman, Lodge Manager (by phone)
Brandon Nichols

1. Call to Order: President Heeter called the meeting to order at 10:08 a.m. and confirmed a quorum was present.

2. Approval of the Agenda: President Heeter requested to add an agenda item under New Business to discuss Board meeting times, HOA Update, and requested to postpone item 7. Review of Proposed By-Laws. Director Espenlaub requested discussion on the website. Director Espenlaub moved to approve the Agenda as amended; seconded by Director Shepherd. Motion passed unanimously.

3. Approval of Board Meeting Minutes – Meeting on July 8, 2021: Director Espenlaub noted a clarification to 4.b. where the Board discussed waiting to check on the chair delivery time in late 2021 for delivery by April. He also noted a clarification to item 8 that should read removal as President of the HOA. Director Espenlaub moved to approve the July 8, 2021 Board Meeting Minutes as amended; seconded by Director Shepherd. Motion passed unanimously.

4. Lodge Management Update

- a. Status of current operations: Mr. Nichols presented the status of current operations. There were 14 tours from July 10 – August 10, 2 resident bookings, and 5 executed events. Facebook

followers are up from 609 to 614 and Instagram followers are up from 792 to 809. All client feedback surveys that have been received for the month are positive. Director Shepherd discussed booking revenue for the year and noted the revenue is \$30,000 to \$60,000 over what was estimated. Mr. Nichols discussed COVID guidelines and noted there have been questions from clients on vaccine requirements. Masks are currently not required but recommended for the unvaccinated indoors. Currently, the Lodge is following El Paso County rules and recommendations. Director Shepherd suggested a detailed discussion at the September meeting to go over the budget and marketing strategies with Ms. Hoekman. After discussion, Director Stauch moved to change the name to Cathedral Pines Lodge for marketing purposes; seconded by Director Shepherd. Motion passed unanimously.

- b. Status of capital items: The Board discussed the status of capital items. Chairs have been discussed for next Spring, and Seals and Stripes was completed.
- c. Lodge Open House Review: Director Shepherd reported on the Lodge Open House and noted they received positive feedback from people in the industry about the open house, but many were too busy to attend due to time of year. There were also issues with communication beforehand to the residents. Director Shepherd suggested picking a date during the off-season next time and getting communication out to the residents earlier.
- d. Review of Current Manager Compensation: The Board discussed that the contract says Ms. Hoekman's compensation is 30% of total Lodge revenue. Mr. Walker noted she was paid the agreed upon \$3,500 monthly payment in June but not yet for July and requested guidance on how to move forward with compensation. Director Shepherd reported that Ms. Hoekman will be relocating to California but will continue to manage operations remotely with her employee Mr. Nichols who will remain local.
- e. Review of pricing for community members: Director Shepherd discussed that only a small percentage of residents utilize the Lodge for events. She noted the District loses revenue on those events and loses the opportunity to book events at a higher rate on those days. The Board agreed to discuss this item further at the next meeting. Mr. Nichols left the meeting.

5. Financial Matters:

- a. Review of Unaudited Financial Statements as of July 31, 2021: Mr. Walker presented the unaudited financial statements as of July 31, 2021. Mr. Walker noted the 2022 draft budget will be provided to the Board by October 15th with the formal Budget Hearing in November. Director Stauch moved to approve the unaudited financial statements as of July 31, 2021; seconded by Director Espenlaub. Motion passed unanimously.
- b. Approval of Payables for the Period Ending July 31, 2021: Mr. Walker presented the payables for the period ending July 31, 2021. After review, Director Espenlaub moved to approve the payables for the period ending July 31, 2021 with the addition of Ms. Hoekman's July payment; seconded by Director Shepherd. Motion passed unanimously.
- c. Update on Status of FEMA/COVID claim amounts: Mr. Walker reported they are still waiting for a status update from FEMA.
- d. Status of Grant Possibilities: Mr. Walker reported that according to the grant guidelines, the Lodge does not qualify as a venue that is eligible for venue grant funds. He will continue to research what the options are.

6. Management Matters:

- a. Irrigation Issues: The Board discussed irrigation issues in the medians.
- b. Landscaping Update: President Heeter reported that A Cut Above has removed all of the dead bushes and shrubs.

- c. Custodianship of Lower Vessey ponds: President Heeter discussed the responsibility of the ponds and the issue with the cattails. He recommended the District take over the responsibility so it can be maintained since the County is not maintaining the area.
- d. Long-Term Landscaping Plan Status: President Heeter reported that Kimley-Horn will come speak to the Board so there is a chance to provide feedback.
- e. El Paso County Master Plan Discussion: President Heeter requested that Classic come and speak to the Board but has not heard back.

7. Review of Proposed By-Laws: The Board postponed this item until the next meeting.

8. New Business:

- a. Board Meeting Times: The Board discussed adjusting meeting times to make it more convenient for community involvement. The Board will discuss this item further in November.
- b. HOA Update: Director Stauch updated the Board on the HOA. A petition has been distributed to recall the current Board and elect a new Board. The HOA has a board meeting scheduled for August 24, 2021 at 5:00 p.m.
- c. Director Shepherd reported that a community gathering was organized to discuss the HOA situation for last week at the Lodge during the time that the HOA special meeting was scheduled for but ultimately was canceled. They requested that an email blast be sent out to notify the community about the gathering by Warren Management, but it was shut down by members of the HOA board. Director Shepherd reported that she received an email from a member of the community demanding to know if the gathering was a contracted and paid for event. Director Shepherd explained to the Board that it was a community gathering that does not require a contract or payment and everyone who showed up was welcomed into the meeting. Director Shepherd noted that if the HOA board meeting scheduled for August 24, 2021 at 5:00 p.m. at the Lodge gets canceled they will organize another community gathering during that time. Mr. Walker confirmed he does not have the ability to send an email blast to the community. The Board directed Mr. Walker to respond to the email informing the member of the community that the proper procedures were followed.
- d. Website Posting Discussion: Director Espenlaub asked about posting draft minutes to the website earlier than the approved minutes. Mr. Walker advised that legal would recommend waiting to post minutes until they are reviewed and approved by the Board.

9. Public Comment: There was no public comment.

10. Other Business:

- a. Next Regular Board Meeting scheduled for Tuesday, September 21, 2021 at 10:00 AM.

11. Adjournment: Director Shepherd moved to adjourn at 12:15 p.m.; seconded by Director Espenlaub. Motion passed unanimously.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 17, 2021 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Bill Heeter, President

Lynn Shepherd, Vice President

Ecton Espenlaub, Secretary

Rick Stauch, Director

Kevin Combs, Treasurer

Cathedral Pines Metropolitan District

Balance Sheet

09/24/21

As of September 24, 2021

Accrual Basis

	Sep 24, 21
ASSETS	
Current Assets	
Checking/Savings	
ECB Debt Service Fund	293,019.60
ECB General Fund	314,079.75
MM - CSafe Bond Fund UMB	0.53
Total Checking/Savings	607,099.88
Accounts Receivable	
Accounts Receivable	-4,679.17
Total Accounts Receivable	-4,679.17
Other Current Assets	
Prop Tax Rec - Debt Svc	4,891.11
Prop Tax Rec - Gnl Fund	4,891.11
12000 · Undeposited Funds	2,875.00
Total Other Current Assets	12,657.22
Total Current Assets	615,077.93
Fixed Assets	
Community Center	
Accum Depreciation	-576,197.00
Original Cost	1,328,384.00
Total Community Center	752,187.00
Equipment	
Accum Depreciation	-2,950.00
Equipment - Other	13,922.00
Total Equipment	10,972.00
Parks, Trails & Monument	
Accum Depreciation	-588,641.00
Original Cost	897,354.77
Parks, Trails & Monument - Other	83,680.37
Total Parks, Trails & Monument	392,394.14
Total Fixed Assets	1,155,553.14
TOTAL ASSETS	1,770,631.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	22,250.26
Total Accounts Payable	22,250.26
Other Current Liabilities	
Deferred Prop Tax - DSvc	4,891.11
Deferred Prop Tax - Gnl	4,891.11
Deposits- Lodge Events	26,587.00
Total Other Current Liabilities	36,369.22
Total Current Liabilities	58,619.48

Cathedral Pines Metropolitan District

Balance Sheet

09/24/21

As of September 24, 2021

Accrual Basis

	<u>Sep 24, 21</u>
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-84,522.36
Bond Premium 2016 - Other	414,881.70
	<u>330,359.34</u>
Total Bond Premium 2016	330,359.34
Bonds Payable 2016 - Other	4,475,000.00
	<u>4,805,359.34</u>
Total Bonds Payable 2016	4,805,359.34
	<u>4,805,359.34</u>
Total Long Term Liabilities	4,805,359.34
Total Liabilities	4,863,978.82
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	115,405.99
Net Income	334,551.05
	<u>-3,093,347.75</u>
Total Equity	-3,093,347.75
TOTAL LIABILITIES & EQUITY	<u><u>1,770,631.07</u></u>

Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January 1 through September 24, 2021

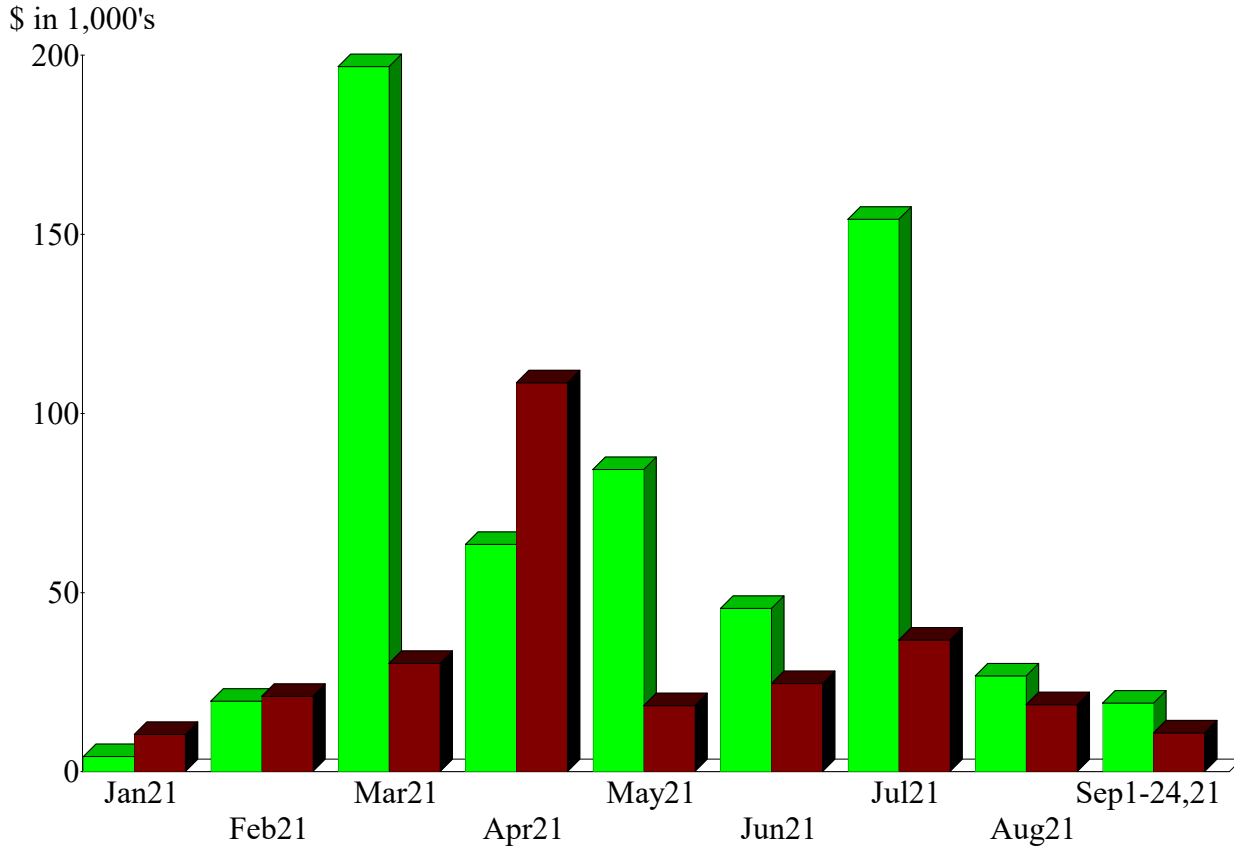
	TOTAL				
	Sep 1 - 24, 21	Jan 1 - Sep 24, 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-100 · GF INCOME					
1-105 · GF Prop Tax Revenue	3,911.92	253,369.88	258,217.22	-4,847.34	98.12%
1-110 · Specific Ownership Taxes	5,888.38	40,556.04	36,150.41	4,405.63	112.19%
1-115 · Delinquent Tax and Interest	143.32	345.55	0.00	345.55	100.0%
1-117 · Prior Year Tax & Int Abatement	0.00	-2,191.78	0.00	-2,191.78	100.0%
1-120 · Rental Income - Lodge Events	5,125.00	63,822.00	75,000.00	-11,178.00	85.1%
1-127 · Rental Income - Shed	0.00	6,666.64	0.00	6,666.64	100.0%
1-140 · FEMA Funds	0.00	0.00	20,000.00	-20,000.00	0.0%
1-145 · Sales of Product Income	0.00	0.00	1,600.00	-1,600.00	0.0%
Total 1-100 · GF INCOME	<u>15,068.62</u>	<u>362,568.33</u>	<u>390,967.63</u>	<u>-28,399.30</u>	<u>92.74%</u>
2-100 · DS INCOME					
2-115 · Delinquent Tax & Interest	143.31	345.55	0.00	345.55	100.0%
2-105 · DS Prop Tax Revenue	3,911.92	253,369.89	258,217.22	-4,847.33	98.12%
2-130 · DS Interest Income	0.00	107.04	0.00	107.04	100.0%
2-132 · Prior Year Tax & Int Abatement	0.00	-2,191.78	0.00	-2,191.78	100.0%
Total 2-100 · DS INCOME	<u>4,055.23</u>	<u>251,630.70</u>	<u>258,217.22</u>	<u>-6,586.52</u>	<u>97.45%</u>
	<u>19,123.85</u>	<u>614,199.03</u>	<u>649,184.85</u>	<u>-34,985.82</u>	<u>94.61%</u>
TRANSFERS OUT					
Capital Replacement Reserve	0.00	0.00	25,000.00	-25,000.00	0.0%
Total TRANSFERS OUT	0.00	0.00	25,000.00	-25,000.00	0.0%
1-1000 · SERVICES					
1-1005 · Audit	0.00	8,400.00	8,497.50	-97.50	98.85%
1-1010 · Management Expense	0.00	29,506.50	32,340.00	-2,833.50	91.24%
1-1015 · Maintenance Management	0.00	18,730.39	18,333.34	397.05	102.17%
1-1020 · Legal Fees	0.00	3,142.89	8,066.66	-4,923.77	38.96%
Total 1-1000 · SERVICES	0.00	<u>59,779.78</u>	<u>67,237.50</u>	<u>-7,457.72</u>	<u>88.91%</u>
1-2000 · LODGE					
1-2001 · Lodge Management	0.00	0.00	7,000.00	-7,000.00	0.0%
1-2020 · Event Supplies	400.96	1,656.46	3,000.00	-1,343.54	55.22%
1-2025 · Cleaning	0.00	0.00	500.00	-500.00	0.0%
1-2030 · Repairs and Maintenance	0.00	6,884.83	10,000.00	-3,115.17	68.85%
1-2035 · Utilities	23.52	5,955.08	5,866.66	88.42	101.51%
1-2040 · Security	0.00	1,375.21	2,200.00	-824.79	62.51%
1-2043 · Capital Improvements - O&M	1,970.01	10,578.60	20,000.00	-9,421.40	52.89%
1-2044 · Landscape Maintenance	1,291.97	9,044.19	11,000.00	-1,955.81	82.22%
1-2045 · Snow Removal	0.00	4,130.00	5,000.01	-870.01	82.6%
1-2050 · Trash	25.97	916.80	4,400.00	-3,483.20	20.84%
1-2055 · Telephone	0.00	2,162.70	2,420.00	-257.30	89.37%
1-4030 · Lodge Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-2000 · LODGE	<u>3,712.43</u>	<u>42,703.87</u>	<u>81,386.67</u>	<u>-38,682.80</u>	<u>52.47%</u>
1-3000 · GF EXPENSES					

Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January 1 through September 24, 2021

	TOTAL				
	Sep 1 - 24, 21	Jan 1 - Sep 24, 21	Budget	\$ Over Budget	% of Budget
1-3005 · Landscape Maintenance	0.00	18,689.24	25,666.66	-6,977.42	72.82%
1-3010 · Repair & Maintenance - O&M	0.00	10,631.07	25,000.00	-14,368.93	42.52%
1-3015 · Snow Removal - O&M	0.00	2,875.00	12,500.01	-9,625.01	23.0%
1-3020 · Utilities - O&M	0.00	11,844.94	14,666.66	-2,821.72	80.76%
1-3025 · Infrastructure Replacement	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-3000 · GF EXPENSES	0.00	44,040.25	87,833.33	-43,793.08	50.14%
1-4000 · OTHER					
1-4005 · Bank Charges	0.00	0.00	500.00	-500.00	0.0%
1-4010 · Insurance/ Fees	-5.00	9,889.73	12,000.00	-2,110.27	82.41%
1-4015 · Office Expenses	0.00	450.00	500.00	-50.00	90.0%
1-4020 · Collection Fee GF(Treasurer)	60.83	3,805.75	3,873.26	-67.51	98.26%
Total 1-4000 · OTHER	55.83	14,145.48	16,873.26	-2,727.78	83.83%
1-5000 · COVID RELATED EXPENSES					
1-5010 · Lodge COVID Restructuring	7,000.00	24,500.00	30,800.00	-6,300.00	79.55%
1-5020 · Cleaning Services	0.00	0.00	1,000.00	-1,000.00	0.0%
1-5050 · Other	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 1-5000 · COVID RELATED EXPENSES	7,000.00	24,500.00	32,800.00	-8,300.00	74.7%
2-1000 · DS EXPENSES					
2-1005 · Trustee Fees	0.00	400.00	0.00	400.00	100.0%
2-1010 · Collection Fee DS (Treasurer)	60.84	3,805.73	0.00	3,805.73	100.0%
2-1015 · Bond Principal Pmts	0.00	0.00	65,000.00	-65,000.00	0.0%
2-1030 · Interest Expense DS	0.00	90,290.45	109,028.13	-18,737.68	82.81%
Total 2-1000 · DS EXPENSES	60.84	94,496.18	174,028.13	-79,531.95	54.3%
66910 · Bank Service Charges	0.00	-17.58	0.00	-17.58	100.0%
Total Expense	10,829.10	279,647.98	485,158.89	-205,510.91	57.64%
Net Income	8,294.75	334,551.05	164,025.96	170,525.09	203.96%

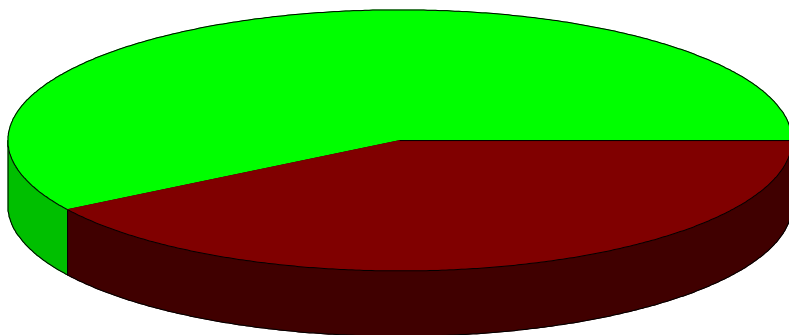
Income and Expense by Month
January 1 through September 24, 2021

Income
Expense



Income Summary
January 1 through September 24, 2021

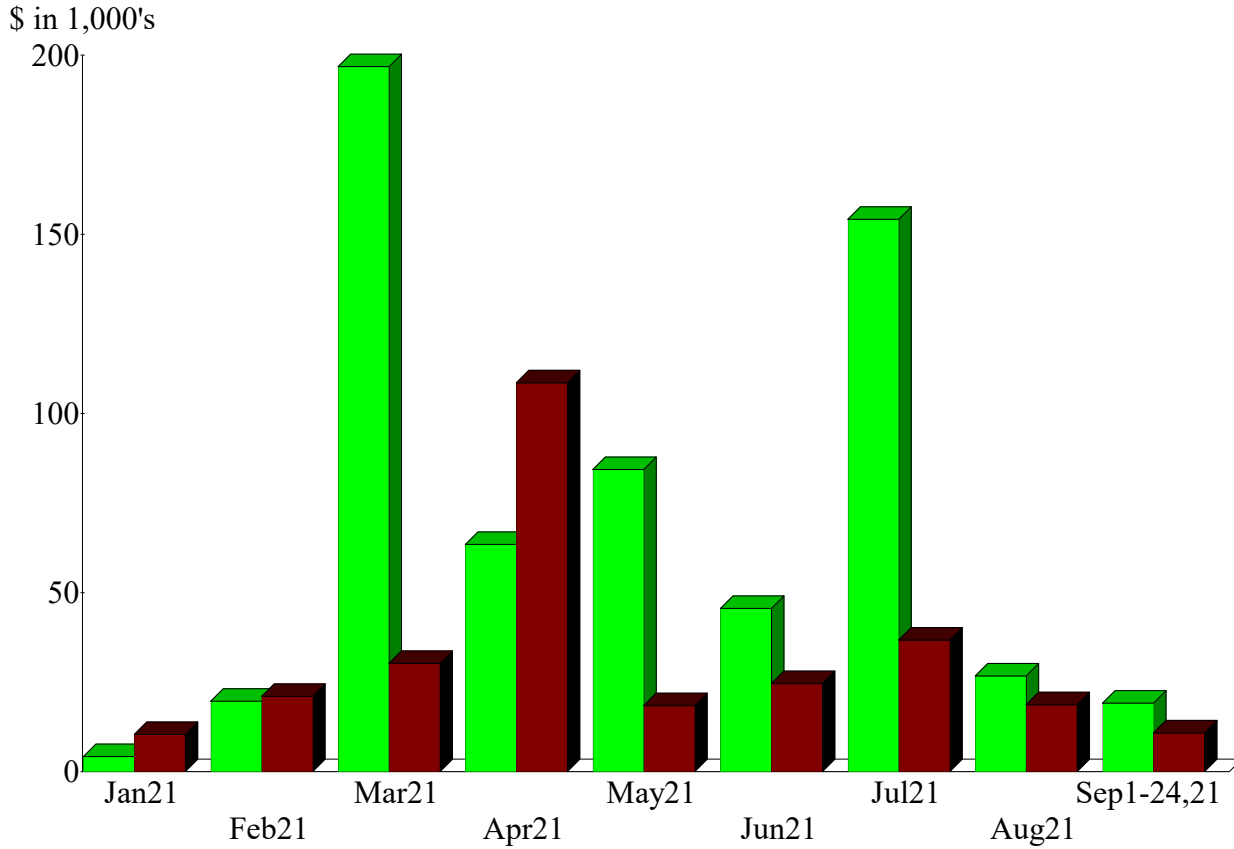
1-100 · GF INCOME	59.03%
2-100 · DS INCOME	40.97
Total	\$614,199.03



By Account

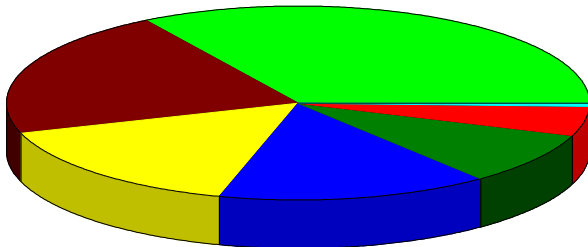
Income and Expense by Month
January 1 through September 24, 2021

Income
Expense



Expense Summary
January 1 through September 24, 2021

2-1000 · DS EXPENSES	33.79%
1-1000 · SERVICES	21.38
1-3000 · GF EXPENSES	15.75
1-2000 · LODGE	15.27
1-5000 · COVID RELATED EXPENSES	8.76
1-4000 · OTHER	5.06
66910 · Bank Service Charges	\$-17.58
Sub-Total	\$279,647.98



By Account

Cathedral Pines Metropolitan District
PAYMENT REQUEST
9/17/2021
GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Stacy Moulton	90321	9/3/2021	250.00	Deposit Refund
A Cut Above Lawn Service	24486	9/29/2021	2,731.26	
A Cut Above Lawn Service	24718	9/29/2021	2,475.08	
Black Hills Energy	09/02/2021	9/22/2021	23.52	
Dickeys Barbecue Pit	1556	8/11/2021	547.76	
Ecton Espenlaub	90121	9/2/2021	1,291.97	
Lina Hoekman Events, LLC	JUNE-AUGUST	10/5/2021	5,670.49	
Lina Hoekman Events, LLC	AUGUST-SEPT21	10/5/2021	3,700.48	
Mountain View Electric	136515	8/18/2021	425.00	Utilities - O&M
Mountain View Electric	135430	8/18/2021	57.42	Utilities - O&M
Mountain View Electric	133152	8/18/2021	34.24	Utilities - O&M
Mountain View Electric	134333	8/18/2021	34.00	Utilities - O&M
Mountain View Electric	135331	8/18/2021	35.00	Utilities - O&M
Mountain View Electric	132214	8/18/2021	35.30	Utilities - O&M
Mountain View Electric	133146	8/18/2021	36.84	Utilities - O&M
Mountain View Electric	133210	8/18/2021	36.48	Utilities - O&M
Mountain View Electric	136159	8/18/2021	50.33	Utilities - O&M
Mountain View Electric	134231	8/18/2021	41.00	Utilities - O&M
Mountain View Electric	133118	8/18/2021	41.22	Utilities - O&M
Mountain View Electric	189478	8/18/2021	2,473.71	Utilities - Lodge
Mountain View Electric	189479	8/18/2021	617.03	Utilities - O&M
Solitude Lake Management	PI-A00611871	7/1/2021	642.91	
The Warren Management Group, Inc.	16449	9/30/2021	2,000.00	
Walker Schooler District Managers	6874	9/30/2021	3,690.00	
Waste Connections of CO, Inc	1-87571-94005	9/2/2021	25.97	
White Bear Ankele Tanaka & Waldron	18059	8/31/2021	301.36	
TOTAL			\$ 27,268.37	

TOTAL \$ 27,268.37

Director

Lodge Report

Through 09.27.2021

Tours, Booking, & Events [CLICK HERE FOR BOOKING DETAILS & PAY TRACKER](#)

Tours	26
Bookings (Resident)	2
Executed events	11
Cancellations/Postponements	1reschedule (covid)

Last year totals : **BOOKED 58 EXECUTED 23**

Current year totals: **BOOKED 30 ACTIVE 28**

Marketing

Social media following & engagement

1. **Facebook** followers are up from 609 to 614 566 total page likes
2. **Instagram** followers up from 836 to 854

Top referral source

- Event professionals, Former clients, social media

Clients

Feedback Survey

Attached (when applicable)

Questions included in the client survey

- How would you rate your experience at the LCP 1-5
 - How would you rate your experience with the team at LCP 1-5
 - How would you rate the condition of the building and grounds 1-5
-

- How would you rate the value of the Lodge at Cathedral Pines 1 -5
- Comments

Issues

- As of this week, El Paso County will allow events at 100% without any restrictions other than masking if not vaccinated.
- Concerns - Vaccination cards to be shown
- Security Deposit for residents? Credit Card Authorization for deposit? Damage checklist? Key/ Key box to Residents
- Resident verification system/ insurance has to be in residents name / contract must be signed by resident
- Resident Events less than 40 we will not require a Caterer
- Brandon's Role - Lina Role

Lodge Maintenance, and improvements

Issue/Improvement	Reported (Y/N)	Resolved
Fire Alarm	Y	N
Floors Buff	Y	N
Ready room refresh	Y	Completed
Outside wood sealing	Y	
Chairs	Y	In progress
Seals & Stripes	Y	Done
Fireplace Maintenance	Y	Y
Street Lighting	Y	
Banquet Table	Y	
Printer and Supplies/ Reimbursements	Y	

- Cost for 125 chairs = 2500 -3500 to include tax & shipping *in communications to get final price and timeframe
- *UPDATE *** We found a phenomenal deal from a company going out of business response times are slow but if it works out we will be well under budget.*
- With the wall addition completed, we'll move to the office this week or early next week. I'm sure we will end up with more
- 2 new tables have been ordered with warranty
- Restroom Signs for our LGBT Clients - Family restroom for Women rooms
- TV Synchronization/ mic - Calling Magnoli/ Best Buy to resolve issues

Next Months Focus

- Selling Selling Selling
- Holiday parties/ Business luncheon package

-Community Events

- Halloween Trunk or Treat

-Food Drive-November

-Hot Cocoa Bar/ Christmas party - Toy drive

- Branding
 - Instagram - Sponsored Posts
 - Google Ads

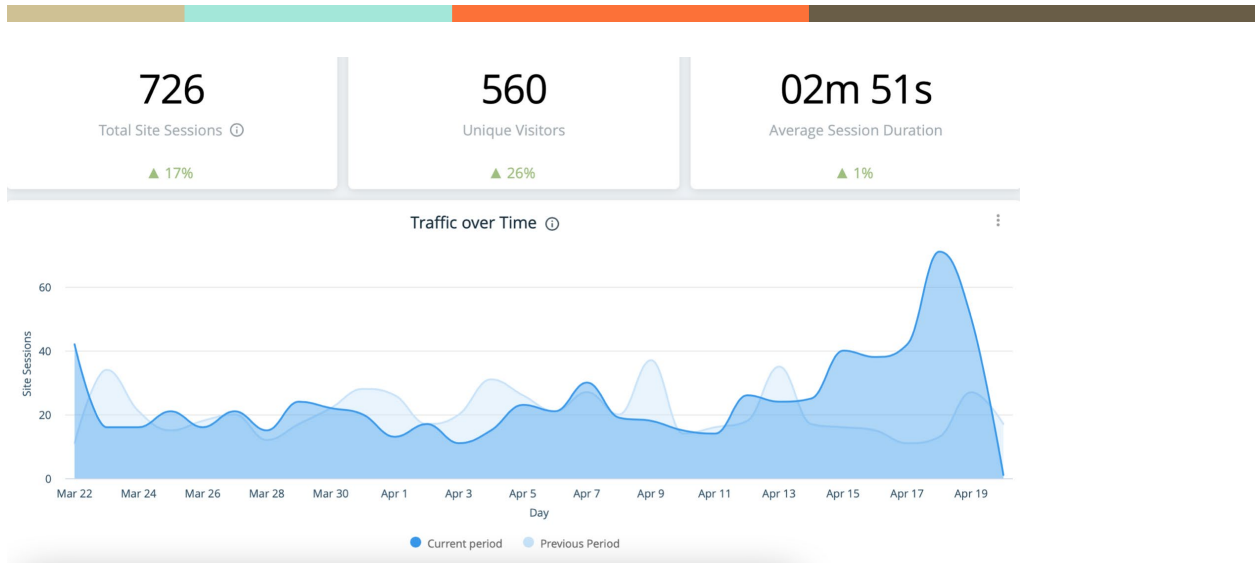
Partnerships

-Meeting Planners

-Hotel Banquet Directors

- Business Packages

Web metrics



Referring sites

