

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

Monday, October 24, 2022 at 10:00 AM (MST)
Cathedral Pines Lodge
13975 Milam Rd.
Colorado Springs, CO 80908
Or

Please join meeting from your computer, tablet or smartphone.

<https://meet.goto.com/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. Please do not use Chat option to submit questions.**

Board of Director	Title	Term
Bill Heeter	President	May 2023
Rich Stauch	Vice President	May 2025
Debbie Perry	Treasurer	May 2025
Ecton Espenlaub	Secretary	May 2025
Lynn Shepherd	Assistant Secretary	May 2023

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Approval of Board Meeting Minutes** – Meeting minutes of October 10, 2022 (see attached)
- 5. Long Term Landscaping Preliminary Review** – Jeremy Powell, Kimley-Horn
- 6. Other Issues**
 - a. Additional parcel box at mailboxes update – Bill
 - b. Speed Limit Signs in Community - Bill
 - c. Storage Shed area clean-up – Bill
 - d. Holiday Décor – Jamie/Bill

7. **Financial Update – Rebecca H. / Debbie P.**
 - a. 2023 Budget Discussion (see attached)– Debbie P/ Rebecca
8. **Legal Matters**
 - a. Assumption of Entry Monument Responsibilities – Bill
 - b. Application of HOA/ACC guidelines to Metro District - Bill
9. **Public Comment** (Items Not on the Agenda Only. Comments are limited to 5 minutes per person and taken in the order in which they appear on the sign-up sheet or if joined virtually in order as they appear on the host screen)
10. **Other Business**
11. **Executive Session (§24-6-402(4)(f) C.R.S.)**
 - a. Discuss Management contracts for 2023
12. **Adjournment** – Next Board Meeting scheduled for November 29, 2022 at 6:00 P.M.

NOTE: The HOA Board will be holding their annual meeting on Thursday, November 17 at 6 p.m. at the Lodge. It is being held in conjunction with the Quarterly “Meet and Greet” for new residents. The HOA has requested our attendance at these events if at all possible.





**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD OCTOBER 10, 2022
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 Monday, October 10th at 10:00 AM, at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter
Lynn Shepherd
Ecton Espenlaub
Rick Stauch
Debbie Perry

Also in attendance were:

Kevin Walker, WSDM District Managers
Rebecca Hardekopf, WSDM District Managers
Jamie Adams, Warren Management
Bob Gardner, Gardner Law Firm
Laura Gardner, Gardner Law Firm
Kevin Combs

1. Call to Order: President Heeter called the meeting to order at 10:00 AM.
2. Introduction of Legal Counsel – Laura Gardner: Mr. Bob Gardner and Ms. Laura Gardner introduced themselves and discussed their professional background. Mr. Gardner noted that Ms. Gardner will be the District’s primary attorney. Ms. Gardner discussed the upcoming 2023 Election and noted they will be working on finding a Designated Election Official.
3. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present. There were no additional disclosures made by Board Members.
4. Approval of the Agenda: President Heeter tabled Agenda item 8.a. to the November Board meeting. Director Stauch moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.
5. Approval of Board Meeting Minutes – September 19, 2022: After review, Director Espenlaub moved to approve the September 19, 2022 Board Meeting Minutes as presented; seconded by Director Shepherd. Motion passed unanimously.
6. Financial Update

- a. Review and approval of Unaudited Financial Statements as of September 30, 2022: Director Perry presented the Unaudited Financial Statements as of September 30, 2022. Director Shepherd moved to approve the Unaudited Financial Statements as of September 30, 2022; seconded by Director Stauch. Motion passed unanimously.
- b. Approval of Payables for the Period Ending October 10, 2022: After review, Director Espenlaub moved to approve the Payables for the period ending October 10, 2022 including the Waste Connections invoice once received, as well as the Meridian Fire & Security invoices, The Warren Management Group, and Tall Timbers; seconded by Director Stauch. Motion passed unanimously.
- c. FEMA Funds Update: Mr. Walker reported that FEMA communicated that they cannot approve the request because they did not have proof of payment for some of the invoices that were submitted. Mr. Walker explained there was not proof of payment due to missing data from 2013, but the information has been requested from American National Bank and a thirty-day extension has been granted.
- d. Reserve Study Update: Mr. Combs discussed the Reserve Study with the Board.
- e. Grant Timeline for Irrigation: The grant timeline for irrigation is January 2023.
- f. 2022 Budget Amendment Review: The deadline for a 2022 Budget Amendment is December 15th. Ms. Hardekopf noted that a Budget Amendment may not be necessary since the District is currently under budget for total expenses.
- g. Preliminary Budget 2023 Discussion: The Board engaged in detailed discussion on the preliminary 2023 budget. The Board and legal counsel determined that \$25,000 may be an appropriate amount to budget for election costs. Director Perry brought to the board a discussion of potentially having lower taxes and mill levy reductions, accelerated bond payment, and the board should consider what the best values for tax dollars should be. Director Perry proposed selling the Lodge and creating two more lots for houses in its place. The Board discussed needing community feedback and research on what the requirements would be in order to pursue this idea further. Mr. Walker recommended contacting the Planning Department as the first step. The Board discussed the proposal to reduce the mill levies. Director Stauch moved to formulate the 2023 budget based on the assumption that the mill levy will not change; seconded by President Heeter. Motion passed 4 to 1 with Director Perry abstaining. President Heeter moved to direct Director Perry to look at the implications of changing the status of the Lodge and outside properties with the idea that is a long-term project for the Board to explore; seconded by Director Espenlaub. Motion passed unanimously. The Board discussed Lodge marketing costs and requested more detail for budgeting purposes. The Board scheduled a special Board meeting to further discuss the budget for Monday, October 24, 2022 at 10:00 AM.

7. Lodge Management Update:

- a. Current Performance Update: There was no discussion.
- b. Update on Patio Lights: The patio lights are completed.
- c. Magnolia Sound System Update: Director Shepherd provided a Magnolia sound system update. She noted the tech support service has been installed and is currently running. The total amount paid for the system to date is \$27,000. The quote for the remaining outdoor equipment including the speaker, subwoofer, and amp totals \$9,000. She noted the Board previously approved the expenditures. The Board agreed to move forward with the purchase of the remaining outdoor equipment.
- d. Status of Sale of Appliances: Ms. Hardekopf reported the warming cabinet was sold for \$1,800 and the freezer and fridge were both sold for \$1,500 each. Ms. Adams noted the ice machine is broken and needs to be removed. The Board discussed the potential for renting an ice machine as it is used often by the residents when rental occur.
- e. Holiday Lights Proposals: The Board discussed holiday lights and took no action.

8. Landscaping Issues:

- a. Irrigation Discussion, Current System Plan and RFP Status: The Board tabled this item until the next Board meeting.
- b. Community Chipping Event Recap: President Heeter reported the chipping event was a success and well received by the community. He noted it was more expensive than expected.
- c. Addition of 3rd Parcel Box at Mailbox: President Heeter explained the current parcel box is not large enough for larger packages. USPS is not required to deliver large packages further than half a mile from the mailboxes and they could be sent back to the post office for pick up. A proposal for a new larger parcel box plus installation is \$3,200. Director Espenlaub moved to approve the new parcel box; seconded by Director Stauch. Motion passed unanimously.
- d. Kimley Horn Additional Expenses Discussion: There was no discussion.

9. Cathedral Pines HOA Update: Director Stauch discussed the presentation they are doing in opposition of Flying Horse North and the average lot size of Cathedral Pines and the average density.

10. Legal Matters: There was no discussion.

11. Public Comment: There was no public comment.

12. Other Business

- a. Future Topic Agenda Timetable
 - i. November: 2023 Budget Approval/ Lodge Objectives Discussion
 - ii. December: No Meeting
 - iii. January: Annual Meeting Discussion

13. Executive Session (§24-6-402(4)(f) C.R.S.)

- a. Discuss Management Contracts for 2023: Director Shepherd moved to enter into Executive Session pursuant to §24-6-402(4)(f) C.R.S. for the purpose of discussing management contracts for 2023 at 12:27 PM; seconded by Director Espenlaub. Motion passed unanimously. President Heeter motioned to adjourn Executive Session; seconded by Director Espenlaub. Motion Passed unanimously.

14. Adjournment: The next Board meeting is scheduled for November 29, 2022 at 6:00 PM. Director Espenlaub moved to adjourn the meeting at 1:00 PM; seconded by Director Stauch. Motion passed unanimously.

Respectfully Submitted,

By: Rebecca Hardekopf, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 10, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.



**CATHEDRAL PINES METROPOLITAN DISTRICT
2023 BUDGET
GENERAL FUND**

	2021 ACTUAL	2022 ACTUAL/ PROJECTED	2022 BUDGET	SCENARIO 1 2023 BUDGET	SCENARIO 2 2023 BUDGET
GENERAL FUND: BEGINNING BALANCE	\$ 118,744	\$ 270,240	\$ 282,139	\$ 344,319	\$ 344,319
REVENUE					
PROPERTY TAXES	\$ 256,841	\$ 291,405	\$ 292,867	\$ 288,505	\$ 258,136
SPECIFIC OWNERSHIP TAXES	\$ 60,658	\$ 44,000	\$ 41,001	\$ 40,391	\$ 18,069
DELINQUENT TAX AND INTEREST	\$ 554	\$ 188	\$ -	\$ -	\$ -
PRIOR YEAR INTEREST & ABATEMENT	\$ (2,192)	\$ -	\$ -	\$ -	\$ -
RENTAL INCOME - THE LODGE EVENTS	\$ 96,678	\$ 89,000	\$ 75,000	\$ 75,000.00	\$ 75,000.00
RENTAL INCOME - SHED	\$ 9,167	\$ 10,000	\$ 9,996	\$ 10,200.00	\$ 10,200.00
SALES OF MONUMENT LOGOS	\$ 2,800	\$ -	\$ -	\$ -	\$ -
OTHER REVENUE					
FEMA FUNDS	\$ -	\$ -	\$ 20,000	\$ 20,000.00	\$ 20,000.00
GRANT	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 424,505	\$ 434,593	\$ 438,865	\$ 434,095.19	\$ 381,405.15
TOTAL REVENUE & FUND BALANCE	\$ 543,250	\$ 704,833	\$ 721,004	\$ 778,414	\$ 725,724
EXPENDITURES					
SERVICES					
AUDIT (Biggs Kofford)	\$ 8,400	\$ 8,825	\$ 9,000	\$ 9,500.00	\$ 9,500.00
MANAGEMENT (WSDM)	\$ 44,100	\$ 44,100	\$ 46,305	\$ 50,000.00	\$ 50,000.00
MAINTENANCE MANAGEMENT (WARREN)	\$ 32,337	\$ 31,620	\$ 26,250	\$ 33,000.00	\$ 33,000.00
LEGAL	\$ 5,683	\$ 5,000	\$ 15,000	\$ 10,000.00	\$ 10,000.00
CONSULTING SERVICES	\$ -	\$ 5,000	\$ 10,000	\$ 5,000.00	\$ 5,000.00
Category SubTotal	\$ 90,520	\$ 94,545	\$ 106,555	\$ 107,500	\$ 107,500
LODGE					
LODGE MANAGEMENT	\$ 7,000	\$ 63,357	\$ 42,000	\$ 65,000.00	\$ 65,000.00
ADVERTISING/WEBSITE MARKETING	\$ -	\$ 3,300	\$ 5,000	\$ 5,000.00	\$ 5,000.00
SUPPLIES	\$ 2,107	\$ 2,384	\$ 3,000	\$ 4,000.00	\$ 4,000.00
CLEANING	\$ -	\$ 2,500	\$ 500	\$ 4,000.00	\$ 4,000.00
REPAIRS AND MAINTENANCE	\$ 7,380	\$ 8,000	\$ 15,000	\$ 10,000.00	\$ 10,000.00
UTILITIES	\$ 11,850	\$ 8,000	\$ 10,000	\$ 12,000.00	\$ 12,000.00
SECURITY	\$ 2,175	\$ 2,000	\$ 3,000	\$ 3,000.00	\$ 3,000.00
CAPITAL IMPROVEMENTS	\$ 10,579	\$ 28,000	\$ 60,000	\$ 30,500.00	\$ 30,500.00
SNOW REMOVAL	\$ 11,942	\$ 6,000	\$ 10,000	\$ 10,000.00	\$ 10,000.00
LANDSCAPE REPAIRS & MAINTENANCE	\$ 17,158	\$ 10,000	\$ 10,000	\$ 12,000.00	\$ 12,000.00
TRASH	\$ 1,809	\$ 2,000	\$ 6,000	\$ 6,000.00	\$ 6,000.00
TELEPHONE & NETWORK	\$ 2,884	\$ 2,900	\$ 3,300	\$ 3,500.00	\$ 3,500.00
CONTINGENCY	\$ -	\$ 100	\$ 10,000	\$ 10,000.00	\$ 10,000.00
Category SubTotal	\$ 74,884	\$ 138,541	\$ 177,800	\$ 190,000	\$ 190,000
GENERAL					
LANDSCAPE MAINTENANCE	\$ 33,490	\$ 38,000	\$ 45,000	\$ 50,000.00	\$ 50,000.00
REPAIRS AND MAINTENANCE	\$ 11,715	\$ 28,000	\$ 25,000	\$ 30,000.00	\$ 30,000.00
SNOW REMOVAL	\$ 3,075	\$ 6,500	\$ 25,000	\$ 10,000.00	\$ 10,000.00
UTILITIES	\$ 15,943	\$ 10,000	\$ 20,000	\$ 15,000.00	\$ 15,000.00
INFRASTRUCTURE REPLACEMENT	\$ -	\$ -	\$ 10,000	\$ 10,000.00	\$ 10,000.00
CONTINGENCY	\$ 849	\$ -	\$ 10,000	\$ 10,000.00	\$ 10,000.00
MEETINGS	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00
ELECTION	\$ -	\$ 28,800	\$ 10,000	\$ 25,000.00	\$ 25,000.00
Category SubTotal	\$ 65,071	\$ 111,300	\$ 145,000	\$ 153,000	\$ 153,000
OTHER					
BANK CHARGES	\$ -	\$ -	\$ 500	\$ -	\$ -
INSURANCE	\$ 9,890	\$ 778	\$ 11,000	\$ 11,000.00	\$ 11,000.00
OFFICE EXPENSE	\$ 784	\$ 850	\$ 500	\$ 1,500.00	\$ 1,500.00
COUNTY TREASURER'S FEES	\$ 3,861	\$ 4,500	\$ 4,393	\$ 4,327.57	\$ 3,872.03
Category SubTotal	\$ 14,534	\$ 6,128	\$ 16,393	\$ 16,828	\$ 16,372
COVID RELATED EXPENSES					
LODGE RESTRUCTURING	\$ 28,000	\$ -	\$ -	\$ -	\$ -
CLEANING SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER	\$ -	\$ -	\$ -	\$ -	\$ -
Category SubTotal	\$ 28,000	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 273,010	\$ 350,514	\$ 445,748	\$ 467,328	\$ 466,872
TRANSFERS OUT					
CAPITAL REPLACEMENT RESERVE	\$ -	\$ 10,000	\$ 25,000	\$ 50,000	\$ 50,000
TOTAL TRANSFERS OUT	\$ -	\$ 10,000	\$ 25,000	\$ 50,000	\$ 50,000
GENERAL FUND: ENDING BALANCE	\$ 270,240	\$ 344,319	\$ 250,256	\$ 261,087	\$ 208,852
ASSESSED VALUATION (000'S)	13,592,700.000	15,414,060	15,414,060	15,184,450.00	15,184,450.00
MILL LEVY	19.000	19.000	19.000	19.00	17.00

CATHEDRAL PINES METROPOLITAN DISTRICT

2023 BUDGET

DEBT SERVICE FUND

	2021 ACTUAL	2021 ACTUAL	2022 BUDGET	2023 BUDGET
REVENUE FUND 1: BEGINNING BALANCE	\$ 154,623	\$ 122,635	\$ 184,780	\$ 120,870
REVENUES				
PROPERTY TAXES	\$ 256,841	\$ 292,867	\$ 292,867	\$ 288,505
PRIOR YEAR TAXES & INTEREST ABATEMENT	\$ 554	\$ -	\$ -	\$ -
DELINQUENT TAX AND INTEREST	\$ (2,192)	\$ 188	\$ -	\$ -
INTEREST INCOME	\$ 127	\$ 1,330	\$ -	\$ 1,500
TOTAL REVENUES	\$ 255,330	\$ 294,385	\$ 292,867	\$ 288,505
TOTAL REVENUE & FUND BALANCE	\$ 409,952	\$ 417,020	\$ 477,647	\$ 409,375
EXPENDITURES				
BANK CHARGES				
COUNTY TREASURER'S FEES	\$ 3,861	\$ 4,400	\$ 4,500	\$ 4,328
BOND - PRINCIPAL	\$ 65,000	\$ 75,000	\$ 75,000	\$ 75,000
BOND INTEREST	\$ 218,056	\$ 216,350	\$ 216,350	\$ 213,350
PAYING AGENT / TRUSTEE FEES	\$ 400	\$ 400	\$ 800	\$ 800
CONTINGENCY			\$ 1,000	\$ -
TOTAL EXPENDITURES	\$ 287,317	\$ 296,150	\$ 297,650	\$ 293,478
REVENUE FUND: ENDING BALANCE	\$ 122,635	\$ 120,870	\$ 179,997	\$ 115,897
ASSESSED VALUATION	13,592,700.000	15,414,060.000	15,414,060	15,184,450.00
MILL LEVY	19.000	19.000	19.000	19.00
TOTAL MILL LEVY				

CATHEDRAL PINES METROPOLITAN DISTRICT

2023 BUDGET

CAPITAL RESERVE FUND

	2021 ACTUAL	2022 ACTUAL	2022 BUDGET	2023 BUDGET
REVENUE FUND 1: BEGINNING BALANCE	\$ -	\$ -	\$ 25,000	\$ 10,000
REVENUES				
TRANSFER IN FROM GENERAL FUND	\$ -	\$ 10,000	\$ 25,000	\$ 50,000
TOTAL REVENUES	\$ -	\$ 10,000	\$ 25,000	\$ 50,000
TOTAL REVENUE & FUND BALANCE	\$ -	\$ 10,000	\$ 50,000	\$ 60,000
EXPENDITURES				
PROJECTED CAPITAL REPLACEMENT	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ -
REVENUE FUND: ENDING BALANCE	\$ -	\$ 10,000	\$ 50,000	\$ 60,000