

THE LARGE TURNOUT AT THE OPEN MEETING  
HAD THE BOARD A LITTLE NERVOUS

WELCOME TO  
THE CATHEDRAL  
PINES METRO  
DISTRICT  
BOARD'S  
FOURTH ANNUAL  
RESIDENT  
MEETING!

FEBRUARY 18, 2025





# AGENDA

- Introductions
  - Current Metro District Board Members and Guests
  - Meeting Ground Rules
  - Who Does What?
    - Metro/HOA/El Paso County/USPS
- Board Accomplishments in 2024 by Area of Responsibility
- Board Objectives for 2025
- Long Term Strategic Issues for the Community
- Nearby Community Update
- Financial Report
- Community Feedback on Proposed Mail Kiosk Initiative
- Open Forum
- Adjournment



# METRO DISTRICT BOARD OF DIRECTORS 2024- '25



Bill Heeter - President (May 2027)



Rick Stauch- Vice President (May 2025)



Kevin Combs -Treasurer (May 2027)



Ecton Espenlaub – Secretary (May2025)



Scott Gassen – Director (appointed until  
May 2025)



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## MEETING PROTOCOL

Please hold all questions until the end of each section or end of meeting

Goal is to complete the presentation in 1 hour (before Q&A)

Please hold side conversations to a minimum (unless you are complimenting us—then )

Board members will be available after the meeting to answer any additional questions

Just a reminder that all Board members are non-compensated volunteers

Meeting is being streamed Live for observation only

*Thanks for your cooperation!*



# METRO DISTRICT BOARD OF DIRECTORS 2024/2025

## Primary Areas of Responsibility

- Bill Heeter – General Board Management, Lodge Operations, Newsletter, Meeting Agendas, Special Projects
- Rick Stauch – Community Landscaping, Security Issues, Joint Community Engagement Committee, Special Projects
- Kevin Combs – Financial Reporting, Bonds, Mill Levy Analysis, Payables, Reserve Fund Mgmt.
- Ecton Espenlaub – Trails, Irrigation System Replacement Project, General Maintenance
- Scott Gassen – As-Needed Projects



# THE WSDM DISTRICT MANAGEMENT TEAM

## Primary Responsibilities

- Public Reporting: Agendas, Minutes, Meeting Dates, Board Resolutions, and Website Postings
- Governmental Policy Guidance and Reporting
- Legal Liaison
- Budgeting and Financial Reporting, including External Audit Management
- Assistance with all Contract Negotiations and Agreements, RFPs and Grant Applications
- Accounting and Bookkeeping services
- Official Custodian of Records
- Day-to-day Community Services/Operations
  - (Landscaping Contractors, Lodge Contracts, Repairs & Maintenance)
- Special Project Execution and Follow-up (as assigned by Board)



Beth Diana  
District Manager



Rebecca Harris  
CEO of WSDM;  
District Manager

## WSDM - Contact Information

Phone: 719-447-1777

Email:

Rebecca.H@wsdistricts.co

Website: [wsdistricts.co](http://wsdistricts.co)





# WHO DOES WHAT?

## METRO DISTRICT SERVICES INCLUDE:

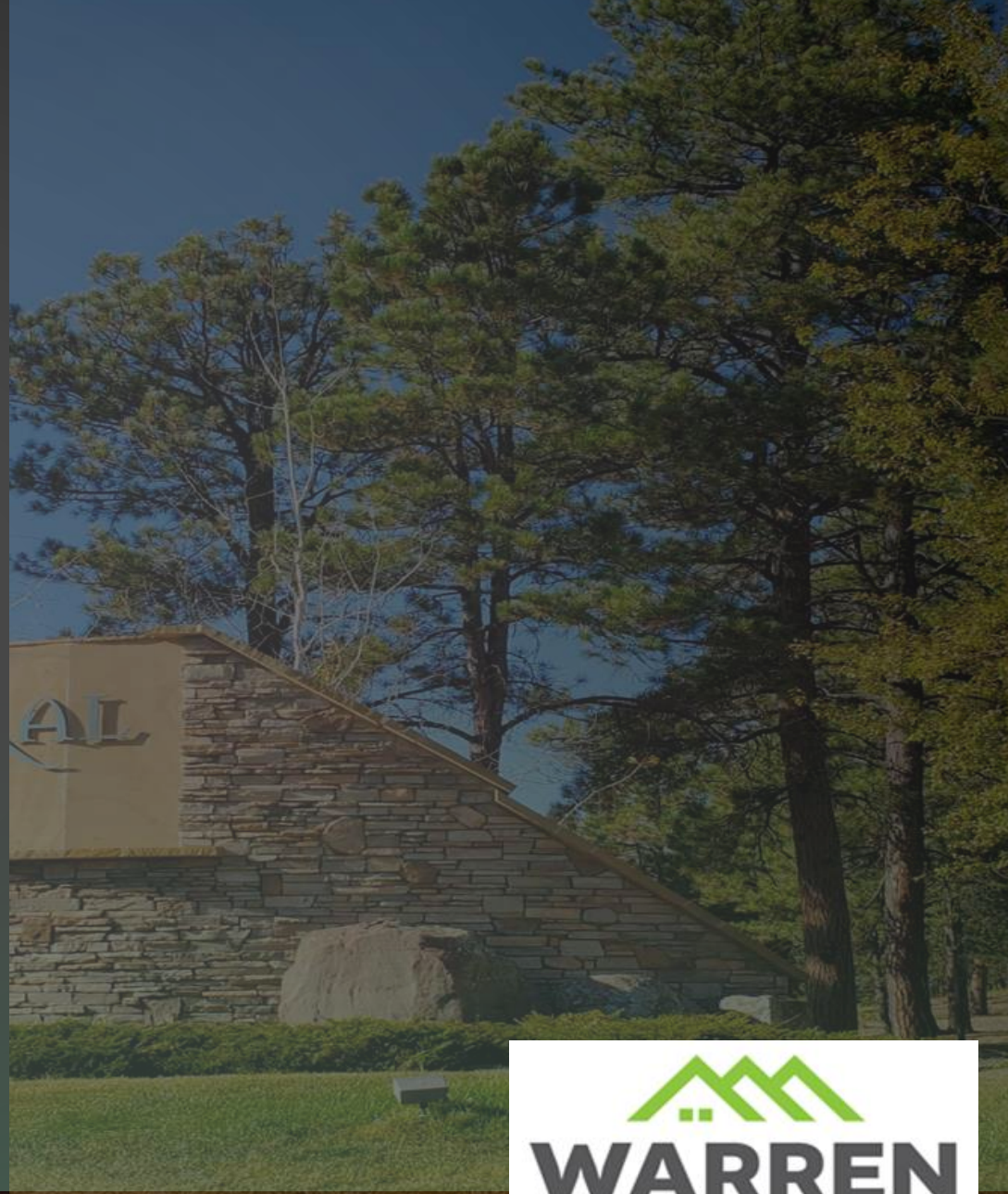
- **Maintenance of the common areas** including Lodge grounds and open areas on Metro property, general landscaping, medians maintenance, ponds, trails (in conjunction with El Paso County), mailbox area, and Vessey barn
- **Lodge Operations**; interior and exterior maintenance including landscaping, parking lot and lights, and snow removal; Lodge rentals including facilities management, bookings, revenue collections, and financial performance
- **Repayment of bonds** for initial infrastructure and improvements with property tax revenue
- **Budget management and bill payment**
- **Insurances** for CP Property & Liability, as well as Board of Directors coverage
- **Mail Kiosk Security**
- Secondary responsibility for **snow removal** in Cathedral Pines (first pass only)



# WHO DOES WHAT?

## HOMEOWNERS ASSOCIATION SERVICES INCLUDE:

- **Community Activities**, including Social, Forestry Health, and Conducting Annual Homeowners Association Meeting
- **HOA Budget Management/Assessment Collection**
  - Invoice verification/monthly financial reporting
  - Trash Collection Management
- **Community Governance/Covenant Resolution**
  - Fine/Lien Authority
  - Updating of Covenants and By-Laws
- **Architectural Control Committee**
- **Water Augmentation Plan Monitoring**,  
including collection of well readings for the State Water District



[portal.warrenmgmt.com](http://portal.warrenmgmt.com)





# WHO DOES WHAT? EL PASO COUNTY DEPARTMENT OF PUBLIC WORKS IS RESPONSIBLE FOR:

Roads – Repairs and Maintenance

Curbs/Gutters- Repairs and Maintenance

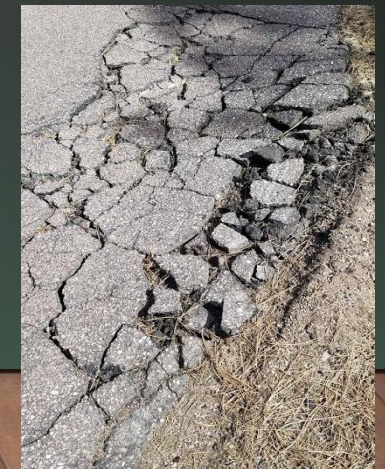
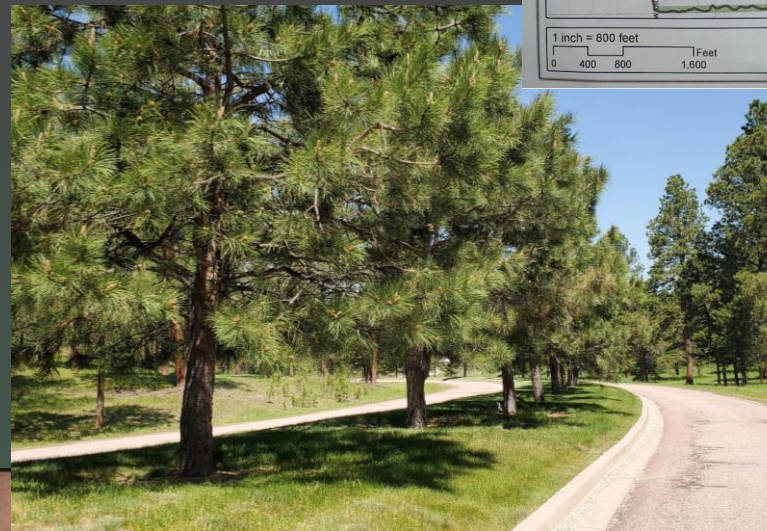
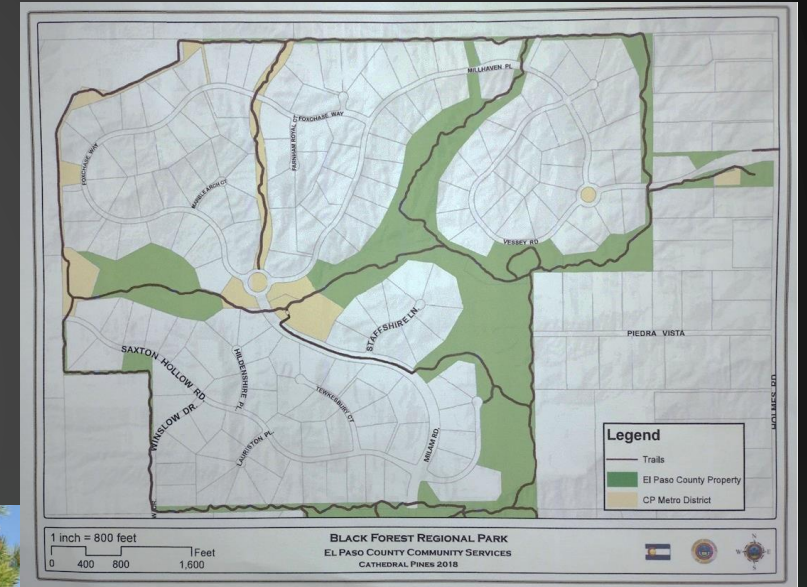
Trail System Repairs and Maintenance on County Property (in conjunction with Metro District)

Weed Control along Right of Ways

Drainage along Right of Ways

Snow Removal on all CP roads

Weed Control on County Properties





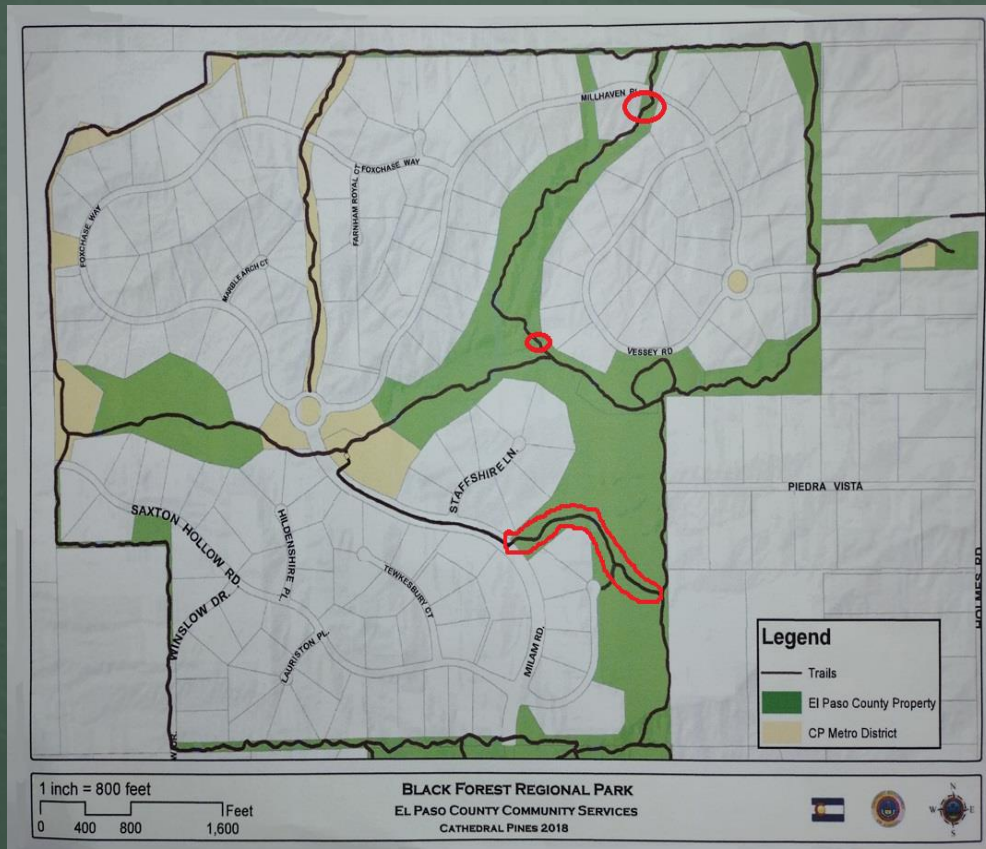
# WHO DOES WHAT?

## UNITED STATES POSTAL SERVICE PROVIDES:

- Delivery of Mail to our individual mail kiosk boxes
- Delivery of parcels that do not fit in parcel lockers to homes within six blocks of kiosk
  - If home is outside six block radius, packages must be picked up at Briargate Post office
- Management of locks for mail lockers
- Security of mail kiosk building is responsibility of Community/ Metro District (more on this later)



# 2024 METRO DISTRICT ACCOMPLISHMENTS- TRAILS AND MAINTENANCE



Erosion repair and re-routing the trail south of the Millhaven island

Remove grass and widen trail from Milam to the perimeter trail

Bridge decking maintenance

Erosion and weather maintenance

Remove dead trees

Installed new Dog Waste Stations



# TRAIL EROSION REPAIR

BEFORE



AFTER





# TRAIL CLEAN-UP AND REPAIR

BEFORE



AFTER





# BRIDGE REPAIR

BEFORE



AFTER





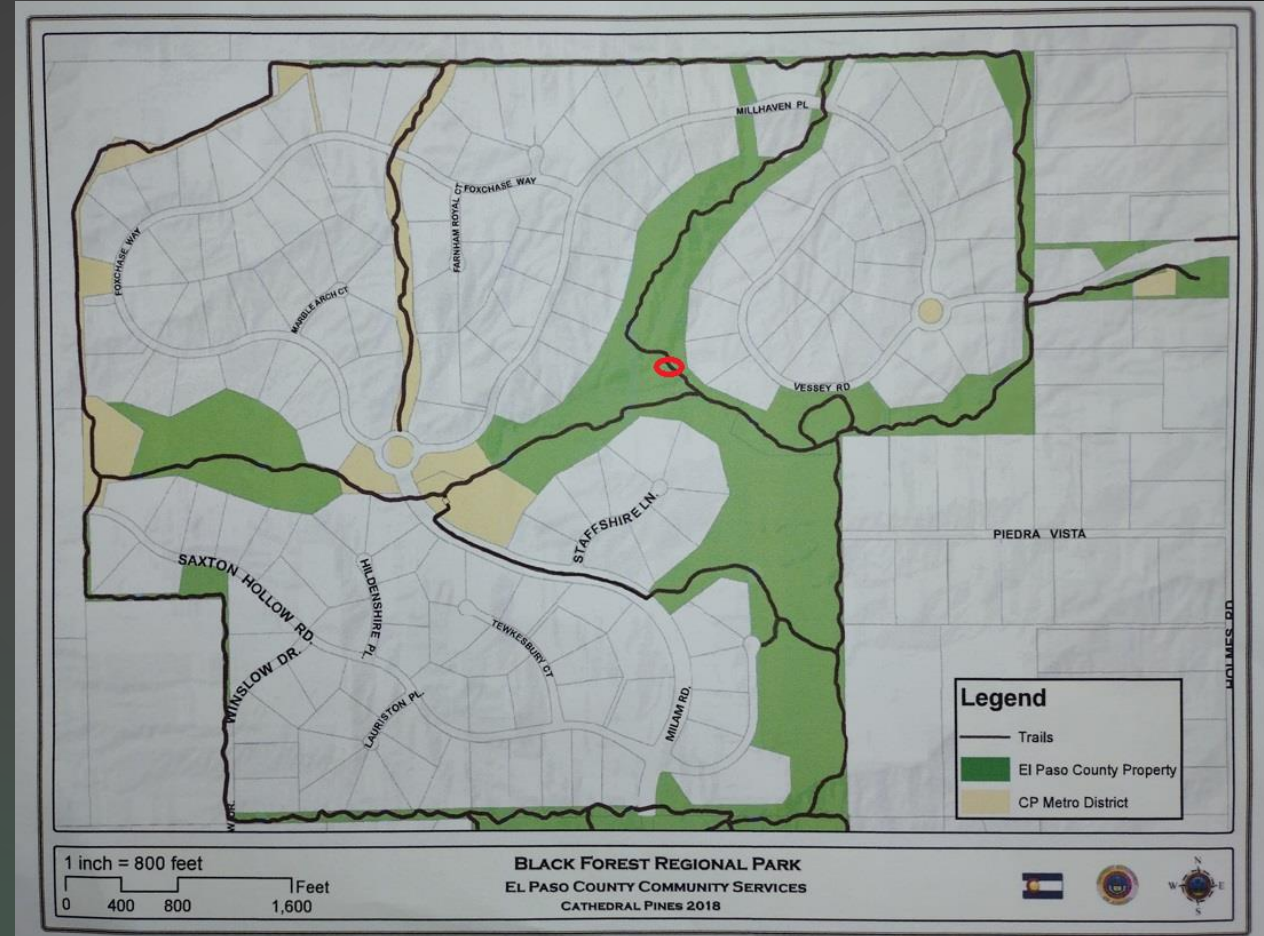
# 2025 METRO DISTRICT OBJECTIVES – TRAILS AND MAINTENANCE

Bridge repair due to rotting timbers

Erosion and weather-related maintenance

Remove dead trees along trail and on Metro property

Add directional and mileage engraving on entry monument at Milam and Shoup





# 2024 METRO DISTRICT ACCOMPLISHMENTS - LODGE

- Marketing Developments
  - Implemented new social media/online marketing plan resulting in + \$40,000 in bookings vs. prior year
  - Completed redesign of website, including addition of video tour of facility
  - Increased online search activity by improving position with Google Analytics
- Lodge Improvements
  - Replaced wood chairs with cushioned chairs at minimal cost (*Applause please*)
  - Upgraded Men's and Women's Restrooms, including addition of Baby Changing Station
  - Stained exterior of Lodge (as part of regular maintenance)

(continued to next slide)





# 2024 METRO DISTRICT ACCOMPLISHMENTS - LODGE

- Lodge Improvements (continued)

- Executed major remodel of Bridal and Groom's Suites, including:

- New furniture
- New carpeting
- New decor
- New wall graphics
- New lighting
- New sound system

This is the first major remodel of these rooms since their original construction in 2006

*Special thanks to Donna Combs for her major contribution to this project.*



Shalece Buchholtz  
Lodge Manager





# 2024 LODGE COMMUNITY USAGE RECAP

- Monthly Metro Board Meetings
- Support for HOA Events:
  - HOA Monthly Board Meetings
  - HOA Governance Meetings
  - HOA/ACC Board Meetings
  - HOA Men's Night
  - HOA Bunco
  - HOA Family Movie Night
  - Recycling Event
- Resident Private Events up 25% over prior year
- Resident-Sponsored Community Events





# 2025 METRO DISTRICT OBJECTIVES - LODGE

- Increase 2025 bookings by 20% over 2024
- Implement price increase for non-residents to follow market rates
- Minimize capital spending in 2025
- Develop additional Marketing programs to attract related business professionals including florists, photographers, caterers, wedding planners, and other venue managers
- Continue to improve outreach programs via social media and increase growth through enhanced Google analytics
- Add outdoor seating to wedding area
- Improve entrance area plantings and general landscaping
- Incorporate more landscape and tree lighting to enhance exterior



# 2025 Metro District Accomplishments - Lodge

## LODGE LIGHTING CHANGE



Tree lights remain lit on a year-round basis during evening hours



Lodge decorated with holiday lights during season (Nov 15 – Jan 15)



Additional landscape lighting added to highlight Lodge

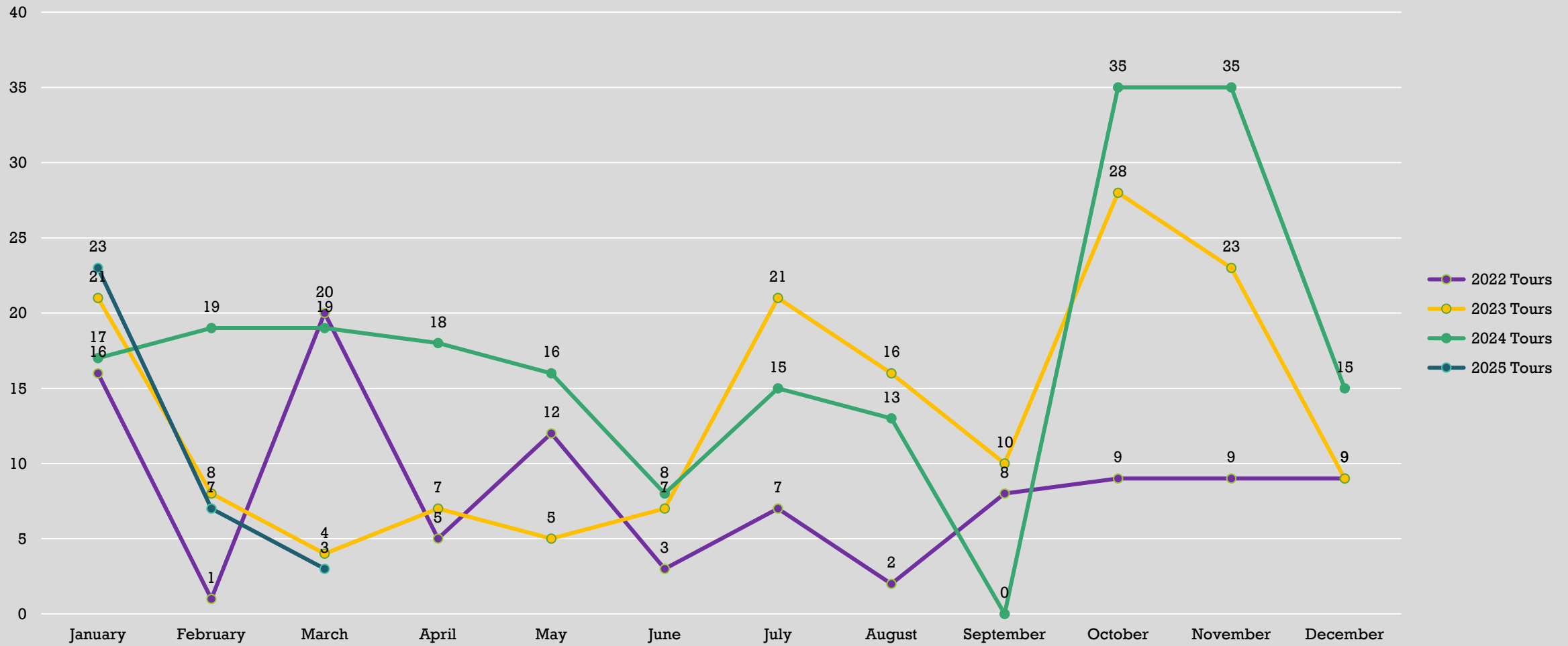


Feedback?



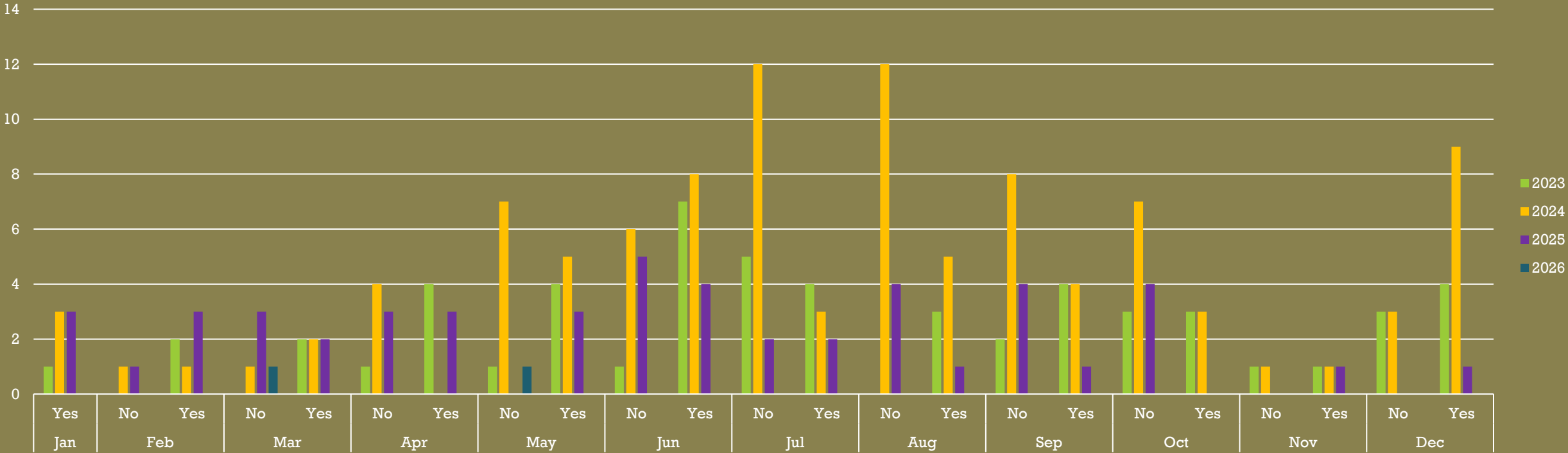
# 2025 LODGE TOUR UPDATE

Lodge Traffic - Tours





Resident (yes) vs Non-Resident (no) Events



# ANNUAL COMPARISON OF LODGE BOOKINGS UPDATE



# 2024 METRO DISTRICT ACCOMPLISHMENTS – CIVIC ENGAGEMENT COMMITTEE

## ■ Nearby Community Issues

### ■ Flying Horse North

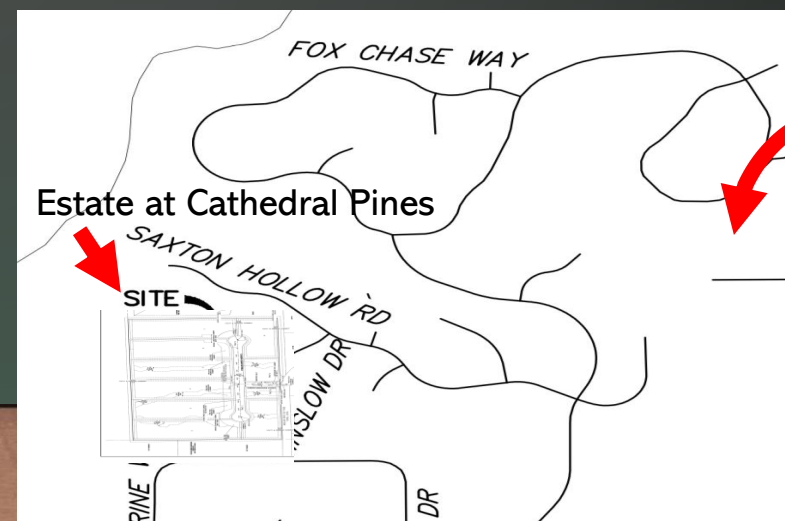
- Two new filings approved – both with 2.5 acre minimum lot size
- No 2024 activity on high-density lots, hotel, clubhouse

### ■ Estates at Cathedral Pines

- Villagree Custom Homes planned community along west side of Winslow
    - Not part of CP HOA or Metro District or tax base
    - Gated community with 8 homes on 4-5 acre lots
    - Houses planned to be between \$5M and \$10M, within full landscaping packages
    - Will extend the perimeter trail to avoid walking on Winslow
- (continued)



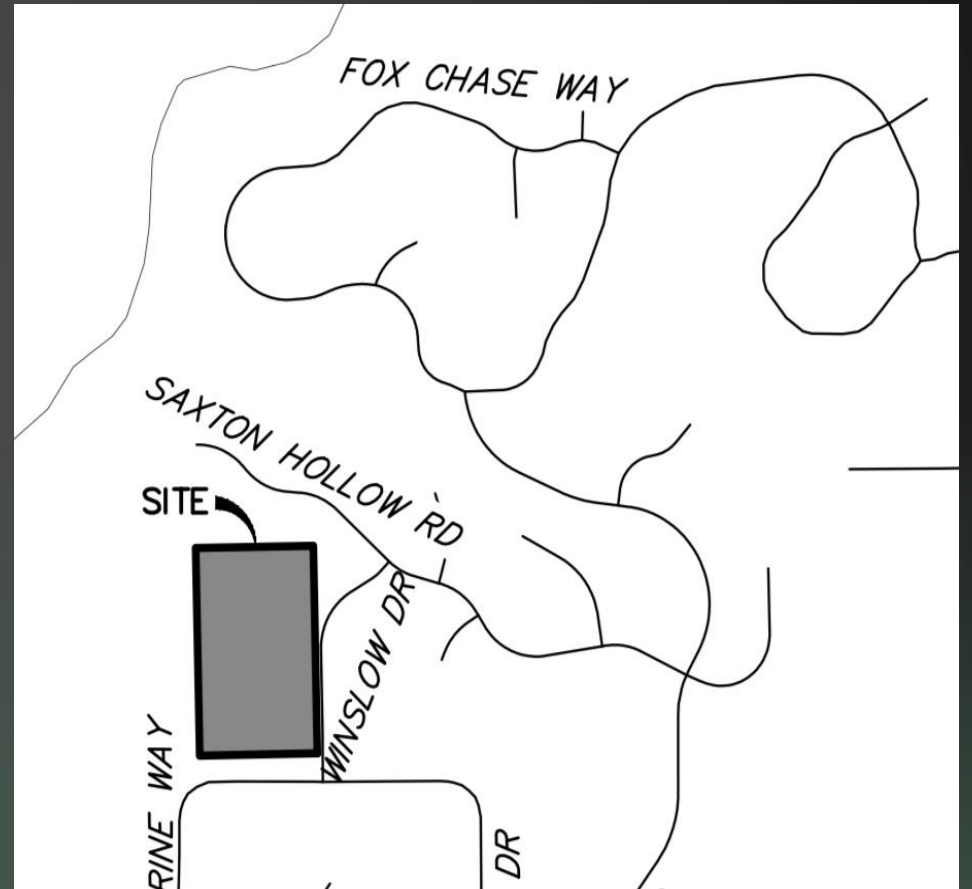
Cathedral Pines Metropolitan District





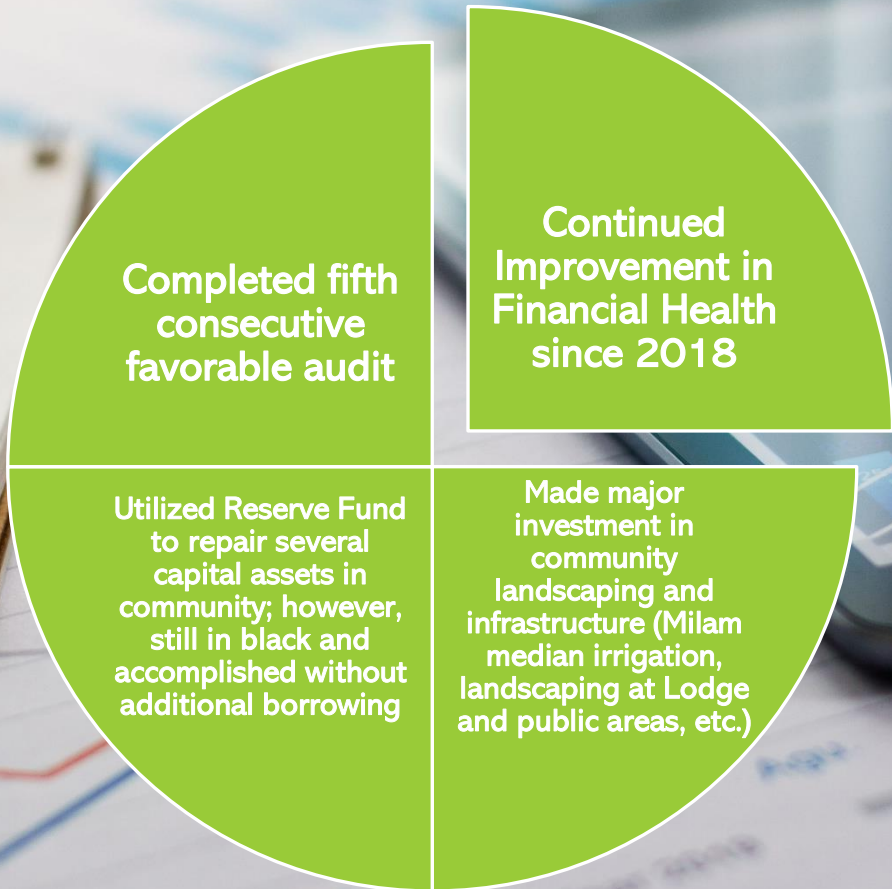
# 2024 METRO DISTRICT ACCOMPLISHMENTS – CIVIC ENGAGEMENT COMMITTEE

- Estates at Cathedral Pines (continued)
  - Phase I Construction: Infrastructure
    - Begins April 2025
    - Rough cut and grading of roads
    - Utilities (electric, CAT and gas) installed
    - Detention ponds built
    - Wells installed for common area
  - Phase II Construction: Entrance and Landscaping
    - Build out Entrance Gates
    - Landscaping at entrance (hard and soft)
      - Install parking and postal lockers
      - Pave Roads
  - Phase III: Home Construction
    - Beginning 2026





# 2024 METRO DISTRICT ACCOMPLISHMENTS- FINANCIAL PERFORMANCE





# Debt Fund Financing

*\*Unaudited Financials*

	2023 Actual	2024 Actual	2025 Budget
Principal Balance (End of Year)	4,260,000	4,175,000	4,090,000
Principal Payment	75,000	85,000	85,000
Interest Expense (4.6%)	213,350	210,350	206,850
Other Debt Related Expenses	<u>4,723</u>	<u>4,931</u>	<u>5,328</u>
Total Annual Debt Financing	293,073	300,783	297,178

# General Fund Financing

*\*Unaudited Financials*

	2023 Actual	2024 Actual	2025 Budget
Tax Revenue	348,257	396,781	382,126
Lodge Revenue	70,332	117,406	125,000
Grants & Other Revenue	65,483	11,203	-
<b>Total Revenue + Grants</b>	<b>484,072</b>	<b>525,390</b>	<b>507,126</b>
Professional Services	95,764	95,455	109,080
Lodge Operations	117,502	177,959	141,200
General Expenses	107,642	208,421	257,800
Other	19,192	20,479	20,111
<b>Total Metro Expense</b>	<b><u>340,100</u></b>	<b><u>502,314</u></b>	<b><u>528,191</u></b>
<b>Net Income (Increase in Fund Monies)</b>	143,972	23,076	(21,065)



# Reserve Fund Financing

*\*Unaudited Financials*

	2023 Actual	2024 Actual	2025 Budget
<b>Total Revenue + Fund Balance</b>	<b>50,000</b>	<b>75,000</b>	<b>90,969</b>
<b>Total Capital Replacement Expense</b>	<b>=</b>	<b><u>34,031</u></b>	<b><u>10,000</u></b>



## 2025 METRO BOARD FINANCIAL OBJECTIVES

- Manage Lodge revenues vs. expenditures
- Maintain Mill Levy for 2025 – Approx. \$700,000
- Continue to implement long-term landscaping improvements without materially affecting cash contingencies and reserves
- Determine how to finance improvement in Mail Kiosk security
- Strengthen Reserve Funds



# LONG TERM STRATEGIC ISSUES FOR OUR COMMUNITY

## Irrigation System Update - Ecton

- In 2022 Metro Board initiated research into repair/replacement of deteriorating irrigation system
- Independent landscape planning consultant recommended existing system be abandoned and replaced with new technology; plan approved by community vote in April 2023
- 101 Landscaping awarded contract to replace the previous sprinkler system; began implementation in late summer 2023
- Project included trenching new water main and 40+ zone lines; replacing sprinkler heads and installing new control system; and adding walking path with gravel and mulch in the middle half of the median
- Spring 2024 - primary contractor for irrigation system installation replaced; new landscaper contracted, system completed and activated in summer 2024
- Board considering pursuing action against previous landscaper for not completing contractual obligations of project



# LONG TERM STRATEGIC ISSUES FOR OUR COMMUNITY

## Upgrade Community Landscaping

- Continued Implementation of plan first approved in 2022 by residents
- Complete landscaping on Milam Road median by overseeding sod with fescue and adding more hardscape
- Improve landscaping at Milam/Saxton entrance
- Resurface/remulch/refresh all other medians and cul-de-sacs in community
- Finalize and implement plan for mail kiosk security
- Improve landscaping around Lodge entrance and mail kiosk area
- Actively engage County to repair deteriorated sections of road, broken curbs and fill ditches alongside of roads



# LONG TERM STRATEGIC ISSUES FOR OUR COMMUNITY



## Address Continued Vandalism of Mailboxes

- Mailbox theft ring in Colorado Springs finally broken in Spring 2024; additional theft significantly reduced
- Mail theft still increases over holiday season
- Efforts by other communities to deter vandalism via on-site cameras, etc. have proven ineffective or not cost-effective
- USPS assumes responsibility only for delivery of mail, not for security of mailbox area nor individual keys
- USPS will not replace all locks in kiosks due to expense and decrease in recent theft

# LONG TERM STRATEGIC ISSUES FOR OUR COMMUNITY

Board Recommendation: Consider Installing Decorative Security Gate around Mail Kiosk controlling access



Concept: Construct gate around kiosks and issue access codes to residents for access



Residents would receive access mechanism to retrieve mail and packages; those without access could not



Cost would be bourn by Metro District (Estimated at \$30,000 for fencing + \$20,000 for area landscaping)





KIOSK AREA AFTER FENCE INSTALLATION  
AND LANDSCAPING –  
FRONT VIEW



# CURVED TOP TO FENCING TO DISCOURAGE SCALING





# DECORATIVE LANDSCAPING ADDED TO ENHANCE OVERALL APPEARANCE





# KIOSK AREA AFTER LANDSCAPING



VIEW LOOKING EAST



VIEW LOOKING WEST



**FEEDBACK  
PLEASE?**

# 2025 METRO DISTRICT ELECTION PROCESS – REBECCA HARRIS

- Due to changes in State Election Laws and a move to rotating terms, 3 CP Metro District Board seats are open for election this May for 4-yr. terms
- Self-nomination forms are available online at <https://cathedralpinesmd.colorado.gov/elections-0>
- Important Deadlines:
  - Self-Nomination forms are due **February 28, 2025**
  - Write-in Candidate Deadline is **March 3, 2025, by 5:00pm**
  - Notice of Cancellation (if applicable) is **March 4, 2025**
  - Election (if applicable) is **May 6, 2025**
- Election Process overseen by Teak Simonton, our Designated Election Official (DEO)
- Requirements to run for Metro District Board Seat are (defined as Eligible Elector):
  - ✓ Registered to Vote in Colorado AND either;
    - Resident of the District, or
    - The owner (or spouse of the owner) of taxable real or personal property situated in the District
  - ✓ Non-compensated position
  - ✓ Normally requires 15-20 hr. commitment/month

## **Current Status of Election:**

**Self Nominations received: 3**

**Seats up for Election: 3**



# 2025 METRO DISTRICT ELECTION PROCESS – REBECCA HARRIS

Candidate Introductions (limited to 3 minutes, introduced alphabetically):



Ecton Espenlaub



Rick Stauch



Scott Gassen

THIS BOARD'S GOAL IS TO MAKE DECISIONS THAT IT FEELS ARE IN THE BEST INTEREST OF THE COMMUNITY, BASED UPON RESIDENT FEEDBACK, ECONOMIC CONSIDERATIONS, AND ADDITIONAL RESEARCH THAT GUIDES THOSE DECISIONS

ARE THERE AREAS OF CONCERN THAT YOU WOULD LIKE US TO PURSUE THAT WE ARE NOT?

PLEASE SIGN UP ON OUR METRO DISTRICT E-MAIL LIST BEFORE LEAVING. YOU WILL RECEIVE OUR MONTHLY NEWSLETTER, RELEVANT METRO DISTRICT ANNOUNCEMENTS, AND COMMUNITY SURVEYS SEEKING YOUR FEEDBACK

# CONCLUSION

*THANK YOU FOR ATTENDING!*





QUESTIONS AND  
ANSWERS WITH OUR  
HOMEOWNERS