



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD NOVEMBER 17, 2020
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, November 17th at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
John Kelley
Ecton Espenlaub
Lynn Shepherd

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Rebecca Hardekopf, Walker Schooler District Managers
Jamie Adams, Warren Management
Lina Hoekman, Lodge Manager

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1: President Heeter called the meeting to order at 10:00 a.m. and confirmed a quorum.

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

3. Approval of Board Meeting Minutes – Regular meeting on October 20, 2020: President Heeter clarified the subject is Mr. Ashley from A Cut Above under Management Matters. President Heeter moved to approve the October 20, 2020 Meeting Minutes as amended; seconded by Director Shepherd. Motion passed unanimously.

4. Lodge Management Update:

- a. Status of current operations: Mrs. Hoekman reported there were 4 tours last month and 4 events were booked including a resident event. 5 events were executed and there was one cancellation. She noted the Lodge is now under new COVID mandates which limits the capacity to 25%. There are no scheduled events for November or December.

Mrs. Hoekman discussed social media and the Facebook Review Rating which is currently a 2.6. She explained that back in the Spring, there was an unhappy client who

did not receive a refund and she had multiple family members leave negative reviews on Facebook. Mrs. Hoekman discussed the implementation of the Client Feedback Survey on Google. She requested the Board review the survey questions and provide suggestions. Director Shepherd discussed the Mrs. Hoekman's 2021 Contract. She recommended they continue with the \$3,500 flat rate compensation, but review compensation quarterly for any changes as needed in 2021. The Board discussed changing the Engagement Letter language surrounding compensation to a grant instead of a salary so it can be reimbursed by the Cares Act funds. Director Kelley requested that the monthly status report be sent in advance. The Board discussed the status of the Cares Act application and the requirements in detail. President Heeter moved to authorize the appropriate District officials to modify the contract per Board discussion on grants and the application to the State; seconded by Director Shepherd. Motion passed unanimously.

- b. Marketing and Packaging of Future events – update: Mrs. Hoekman discussed the smaller event packages and that there have only been a few inquiries. Director Shepherd discussed the struggles with booking due to the uncertainty of the current environment with COVID-19. Mrs. Hoekman reached out to local hotels who do not have meeting space to possibly partner with them and offer off-site meeting space. Mrs. Hoekman noted she has received interest from brides to book in 2021 and 2022.
- c. Status of building of wall in Bridal area: Mrs. Adams reported that she has not heard back from the ABC contractor on timing due to them having staffing issues. Mrs. Hoekman noted she knows of a veteran-owned handyman service, so he will reach out to them.
- d. Status of RFPs for Parking Lot sealing/expansion: Mrs. Adams discussed the RFP's for the parking lot sealing and expansion. Her recommendation is Seals and Stripes due to their high-quality product and good reputation. She noted she is still waiting on getting RFP's back. Mrs. Adams will request a bid for curb and gutter from Seals and Stripes as well.
- e. Approval of Waste Connections contract for 2021: Mrs. Adams reported they sent the cancellation to Waste Management so they can start the new contract with Waste Connections in January.
- f. Update on Security System/Consolidation of Fire Alarm Monitoring etc.: Mr. Walker reported they should receive 3 bids, so they are making progress. President Heeter noted he uses Homerun Electronics at home, and they are very economical and reliable.

5. Financial Matters:

- a. Review of Unaudited Financial Statements as of October 30, 2020: Mr. Walker reported they have collected 100% of taxes and revenues for the year. Cash position is good at \$128,000 and that includes bills paid in the last few months, and there are no outstanding capital expenditures.
- b. Approval of Payables for the Period Ending November 11, 2020: Ms. Hardekopf noted a change to the payables; an increase of \$550 due to an event cancellation. Director Espenlaub moved to approve the Payables as presented. Director Kelley asked the Board about A Cut Above charge for ice melt application that costs \$1,200. Mr. Walker noted there is no liability if they discontinue the ice melt application. The Board agreed to discontinue the ice melt application for \$1,200 and to add a note in the newsletter about contacting the County regarding the roads. The motion was seconded by Director Shepherd. Motion passed unanimously.
- c. Public Hearing on the 2021 Budget and 2020 Budget Amendment presentation and

discussion: President Heeter opened the Public Hearing. After no public comment, President Heeter closed the Public Hearing.

- Consider approval of a Resolution amending the 2020 budget and adopting the 2021 budget: Mr. Walker presented the Amended 2020 Budget and 2021 Budget. President Heeter moved to approve the Resolutions amending the 2020 Budget and adopting the 2021 Budget; seconded by Director Espenlaub. Motion passed unanimously.
- d. Update on Status of final FEMA claim amount: Mr. Walker noted they are still waiting on the remaining FEMA funds.
- e. Status of COVID-19 Relief Application/Discussion of guidelines for usage and reporting: There was no additional discussion. Director Shepherd and Mrs. Hoekman left the meeting.

6. Management Matters:

- a. Consideration of RFPs for 2020/2021 Landscaping and Snow Removal: Mrs. Adams discussed the RFPs received for landscaping and snow removal and noted that A Cut Above's RFP was the cheapest. After further discussion, the Board agreed to award the contract to A Cut Above for 2021. President Heeter moved to award the 2021 contract to A Cut Above for both landscaping and snow removal with ice melt only upon request by the Board; seconded by Director Espenlaub. Motion passed unanimously.
- b. Utilization of Storage Shed: The Board discussed if they use it for storing A Cut Above's equipment, it will need a security system and limited access, as well as draft a rental agreement. The Board agreed to \$5 per square foot rental rate for a one-year term.
- c. Trails/Community Maintenance – Winter Projects:
- d. Landscaping, Irrigation and Ponds
 - Additional tree plantings on median/removal of dead trees: President Heeter discussed the tree transplants and noted the soil is very dry in the medians due to the drought conditions.
 - Status of Long-term Landscape Strategy RFP: President Heeter discussed the RFPs and will distribute to the Board for review once they are all received.
 - Discussion of 2021 Landscape priorities
 - Install irrigation lines along Lodge Drive for new pines
 - Winslow entrance discussion: President Heeter noted he has not gotten a response back from the homeowner, but he may get a map which will outline which trees are on Metro District property so they can be removed to provide more visibility.
- e. Recap of Annual meeting with HOA: President Heeter reported that 2 new HOA Board members were elected by unanimous acclamation, and the HOA Budget was approved as well. Director Kelley commented that he thought there was not going to be a Metro District presentation at the HOA meeting, but there was a presentation given. He would like the Board members to be given the opportunity to review the information that is being presented. President Heeter responded that it was discussed as an informal presentation, but next time he will send out the information beforehand.
- f. Renewal of Service Contracts: President Heeter discussed the HVAC contract and needing to get new bids for general maintenance. He also requested new bids for Tall Timbers as well. Mrs. Adams noted they do not have a contract with Tall Timbers, and they are used as needed. Director Kelley discussed the Lodge Manager contract as well as comments on Warren Management and WSDM. He requested a Special Board

meeting to discuss those 3 contracts in detail and his recommended changes to them. The Board will determine which date works best for a special meeting.

- WSDM, LLC
- Warren Management

7. HOA Update: There was no additional discussion.

- a. HOA Annual Meeting
- b. New Board members
- c. 2021 Budget/Priorities for Year

8. Legal Matters:

- a. Land disposition/draft of easement documents: Mr. Walker discussed that he spoke with Mr. Allen regarding an easement document draft that should be available for review soon.

9. New Business: There was no discussion.

10. Public Comment: There was no public comment.

11. Other Business:

- a. Next Regular scheduled Board Meeting on January 19, 2021 10:00 a.m. (No December Meeting)

12. Adjournment: Director Kelley moved to adjourn; seconded by Director Espenlaub. Motion passed unanimously at 11:45 a.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 17, 2020 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Bill Heeter, President

Lynn Shepherd, Vice President

Ecton Espenlaub, Treasurer

John Kelley, Director

Rick Stauch, Director