



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD FEBRUARY 16, 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, February 16th at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter (arrived late)
John Kelley
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

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1: Director Shepherd called the meeting to order at 10:03 a.m. and confirmed a quorum of the Board was present.

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

3. Approval of Board Meeting Minutes – Regular meeting on January 20, 2021: Director Stauch moved to approve the January 20, 2021 Meeting Minutes as written; seconded by Director Espenlaub. Motion passed unanimously. President Heeter went over the requested changes to the January 20, 2021 Board meeting minutes.

President Heeter asked Mr. Walker about him serving as the Secretary. Mr. Walker explained it is usually a Board member that fills the position, but it does not have to be. President Heeter asked if it would impact the cost or workload to have him serve as Secretary since he handles the minutes and notification of board meetings. Mr. Walker confirmed it would not. Director Stauch moved to have Mr. Walker serve as Secretary for the Cathedral Pines Metropolitan District for 2021; seconded by Director Espenlaub. Motion passed unanimously. Director Stauch moved to have the Board meeting minutes be

distributed not more than one week of the Board meeting; seconded by Director Espenlaub. Motion passed unanimously.

4. Lodge Management Update:

- a. Status of Current Operations: Mrs. Hoekman reported that she uploaded the Lodge Report in the Dropbox to include clickable links so that you can go directly to the tracker for current calendar events, view payment receipts and comparable logs from last year, and view website analytics. Mrs. Hoekman discussed tours and bookings and noted there are contracts out but no new bookings since last meeting. The focus continues to be on outside marketing via social media and generating additional leads, as well as contacting other venues for leads. Mrs. Hoekman discussed COVID-19 and noted she is looking into the 5-star certification program to allow for the Lodge to operate at the level below the current restriction level. The State must also reach a vaccination rate of 70% of 70-year-old and up are vaccinated. The process includes an inspection which is in the process of being scheduled. Director Shepherd asked about doing an Open House for members of the event industry. Director Shepherd suggested scheduling it for late March. Mrs. Hoekman noted the capacity was recently increased to 50% and will report back on potential dates. Director Kelley requested that the link to the Lodge Report is included in the Board meeting materials that is sent out by Walker Schooler District Managers. Director Shepherd explained how to access the reports via Dropbox. Director Shepherd noted she will get with Mrs. Adams and Mrs. Hoekman to discuss the floors, parking lot and other wish list capital expenses. Mrs. Hoekman left the meeting.

5. Financial Matters:

- a. Review of Unaudited Financial Statements as of January 31, 2021: Mr. Walker presented the Unaudited Financial Statements as of January 31, 2021. He noted \$4,200 in ownership taxes was received and the current cash position is at \$126,000. Director Stauch moved to approve the Unaudited Financial Statements as of January 31, 2021 as presented; seconded by Director Espenlaub. Motion passed unanimously.
- b. Approval of Payables for the Period Ending February 10, 2021: Mr. Walker presented the Payables for the Period Ending February 10, 2021. After discussion, Director Shepherd moved to approve the Payables for the Period Ending February 10, 2021 without paying the invoice for Johnson Controls; seconded by President Heeter. Motion passed unanimously.
- c. Update on Status of final FEMA claim amount: Mr. Walker reported that he reanalyzed the dates on the FEMA claim and the minimum response date ends on February 22, 2021. He has been in touch with Congressman Lamborn's office to assist with getting a response by then.
- d. Contract discussion/amendment/– WSDM, Warren Management: Mr. Walker discussed a question he received about the WSDM contract and why the amount increased from \$2,000 a month a few years ago to \$3,300 a month currently. He explained that a few years ago when he provided the initial proposal to the Board, he had no clue what tasks that would entail so it has been modified and additional services have been provided. For example, Board meeting minutes were not provided with the initial contract. Mr. Walker discussed the WSDM responsibilities including financial reporting, Lodge contract management, State-required District reporting, and other projects as they come up. Director Espenlaub stated he did not meet with Director Kelley for a subcommittee work session on the contracts. The Board discussed Director Kelley's comments and recommended review of the contracts. Mr. Walker said he could consolidate Directors Kelley and Espenlaub's comments and provide a response in writing and proposal by the next meeting. Director Stauch moved to schedule a special meeting not to exceed 1 hour in duration between now and the March Board meeting to discuss the contracts and Director Kelley's comments and any others; seconded by Director Shepherd.

President Heeter joined the meeting. The Board agreed to schedule the special meeting on March 4, 2021 at 1:00 p.m. President Heeter requested to go back and make changes to the January 20, 2021 meeting minutes. The Board had no objection.

6. Management Matters:

- a. Update on Management activities
 - District Reporting: Mr. Walker informed the Board that the State-required reporting that was due in January was completed.
 - Warren Management activities: Mrs. Adams reported that she is working on Lodge updates and will meet with Director Shepherd and Mrs. Hoekman this week to discuss proposals received.
- b. Update on Security System/Consolidation of Fire Alarm Monitoring etc.: Mr. Walker updated the Board and reported they sent out an RFP for the security system to 6 different commercial and residential monitoring companies. Only ADT has responded with a complete proposal for all 3 items so far which includes the Lodge, storage shed and mailbox area. Mr. Walker noted ADT provided a competitive bid and the other companies are unable to provide the extra monitoring for the post office boxes. Mr. Walker discussed the fire monitoring, and that they are still waiting for a competitive proposal from ADT to replace the alarm system, but a third company is working on providing a bid as well. The Board discussed that they would like to have the services consolidated.
- c. Storage Shed Lease: President Heeter provided a recap and reported that the lease was executed with A Cut Above effective February 1, 2021. Mrs. Adams noted that she received a picture of the signed copy of the lease for the storage shed from Mr. Dixon that she will forward on to Ms. Hardekopf.
- d. Trails/Community Maintenance: Director Espenlaub had no updates to report.
- e. Landscaping, Irrigation and Ponds: President Heeter noted the plans for irrigation along the Lodge drive for the new pines they are planning to plant is on hold due to weather and further discussion on finances. President Heeter reported that A Cut Above may have a recommendation for a service to locate the irrigation lines. Mr. Walker said he could reach out to the designer of the system to see if he has any information.
 - Status of Long-term Landscape Strategy RFP: President Heeter reported that he received two proposals for the long-term landscaping plan but they both need slight modifications to be a complete proposal. President Heeter suggested having an abbreviated meeting next month and requested that the two companies present their proposals to the Board. He also requested that A Cut Above give the Board a tour of the wells, cisterns, and irrigation system. Director Kelley requested to view the proposals and suggested waiting until June to have them present since they would not be able to afford this until the second half of the year. President Heeter will provide the Board with the proposals once they are modified and final.

7. HOA Update: Director Stauch reported on the HOA and discussed variance requests that have been overruled by the HOA which has caused some conflict with the ACC. Overall, the goal of both the ACC and HOA is to maintain the standards that have been in place in the community for the past 15 years. Director Stauch confirmed the HOA will be hosting the recycling event in June and noted the HOA would like for the Metro District to help by sharing the cost like they did last year. Director Stauch reported that the HOA is pursuing a Fire Wise designation for the community and that may result in modifications to the design guidelines on how to maintain a Fire Wise community and manage new growth on metro district property.

8. Legal Matters:

- a. Homeowners' Release from Liability for Maintenance of Adjacent Land: President Heeter explained the Homeowners' Release from Liability for Maintenance of Adjacent Land has been drafted. It would allow a neighboring homeowner to mow and maintain the adjacent land if they would be interested in doing so. Director Kelley asked if this release draft was what the \$1,700 legal fee was for. Mr. Walker explained that it was a portion of the charges, and the storage shed lease was also included as well but he will review further.
- b. Discussion and adoption of District By-Laws: President Heeter discussed the history of his experience joining the Board. He explained the reason he drafted District By-Laws is to help guide new Board members. President Heeter requested the Board feedback on the draft. Director Shepherd commented that she reviewed the draft and thinks it provides guidance and structure without being overly restrictive. Director Espenlaub also commented that it is an excellent effort and a good start. Director Stauch agreed that it is an excellent document and suggested minor language changes to help tighten up the requirements. Director Kelley commented that supplemental guidance could be helpful but feels the majority of the document is redundant and noted guidance from the State that is already out there relative to how metro districts operate. He suggested a one-page summary document that references State statutes and already existing guidance documents. Mr. Walker noted the Special District Association has a board member manual that is updated regularly and getting that distributed to the Board could be helpful for State statute references. President Heeter requested that the Board send him comments and Mr. Walker to provide the referenced documents. Director Shepherd left the meeting. Director Espenlaub suggested clarifying what is required when it comes to quorum and voting.

9. New Business:

- a. Temporary Signage Guidelines: Director Espenlaub discussed temporary signs in the community such as the critter crossing signs and a realtor's sign on Milam. President Heeter reported the realtor's sign has been moved off the County property and on to the homeowner's property.

10. Public Comment: There was no public comment.

11. Other Business:

- a. Schedule Board Meetings day/time/dates for balance of 2021: There was no additional discussion.

12. Adjournment: Director Espenlaub moved to adjourn; seconded by Director Stauch. Motion passed unanimously at 11:55 a.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 16, 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

John Kelley, Director

Rick Stauch, Director