



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD MARCH 19, 2021
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 Friday, March 19th at 10:00 a.m., via telephone and video conference call.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Lynn Shepherd
Rick Stauch, Excused

Also in attendance were:

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

1. Call to Order:

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1: President Heeter called the meeting to order at 10:01 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 Shepherd. Motion passed unanimously.

3. Approval of Board Meeting Minutes – Regular meeting on March 4, 2021: President Heeter and Director Espenlaub noted clarifications to the minutes. Director Espenlaub moved to approve the March 4, 2021 Meeting Minutes as amended; seconded by Director Shepherd. Motion passed unanimously. After review and discussed changes, Director Espenlaub moved to approve the February 16, 2021 Minutes as amended; seconded by Director Shepherd. Motion passed unanimously.

4. Lodge Management Update:

- a. Status of current operations: Mrs. Hoekman reported on the status of current Lodge operations. She noted an update she made to the bookings and pay tracker that shows lodge management projected pay that calculates the difference between the 30% and flat rate per Board member request. Mrs. Hoekman discussed COVID-19 capacity restrictions and noted the County

anticipates 80% capacity by July and onward which is exciting news for events. She also noted the tents would not be necessary if the capacity is increased.

- b. Proposals for capital spending: The Board discussed the budget for capital improvements and that Lodge revenue remains fairly unpredictable. Director Shepherd and Mrs. Hoekman recommend prioritizing the wall construction and getting it done soon so it is ready for the open house, tours, and events. Mrs. Adams recommended prioritizing the parking lot sealing because the condition is deteriorating.
- Chairs/Tables: The estimated cost of the chairs is between \$2,500 and \$3,500, and they have not been ordered but could take 2 months for delivery.
 - Sealing of Parking Lot/Expansion of parking stalls: Mrs. Adams discussed the parking lot and explained it is more important to get the cracks filled, patching, and seal coat done, and additional spaces are not necessary at this time. She recommends moving forward with Seals and Stripes whose proposal is the best price at \$5,480 for the crack filling, patching, and seal coating. Director Shepherd suggested a designated overflow parking area using gravel that would be more cost effective.
 - Construction of wall in "Bridal Room": Mrs. Adams presented the proposals received for wall construction. She recommended moving forward with Veteran Handyman whose proposal is \$3,680 compared to the other vendors at \$4,900 and \$7,100. Mrs. Adams also recommended getting the exterior wood staining done after the wall construction if approved by the Board. The proposal from AMC for the exterior wood staining is \$4,000.
 - Other: Director Shepherd discussed the Lodge floors. The cost proposals received for the floor replacement were high at \$35,000, so Director Shepherd recommends polishing the floors this year and saving the proposals for the future if events resume and revenues increase. President Heeter asked about a protective coat for the floors and Mrs. Adams said she will inquire with the vendor.

Director Shepherd discussed the A/V upgrades on the outdoor patio. She noted the upgrades were approved by the Board two years ago, but they were put on hold last year. Best Buy will need to come out and redo the proposal, but the costs were roughly \$8,000.

Mr. Walker discussed the proposals for the fire alarm panel. One proposal for replacement was \$6,000 and another proposal for \$8,000. He noted that he never received a proposal back from ADT or BGI. Mr. Walker recommended moving forward with the battery replacement.

After further discussion, President Heeter moved to tentatively approve the expenditures of constructing the wall, buffing the floors, resealing the parking lot, exterior wood staining, and purchasing the chairs, not to exceed \$20,000 and to be completed over the next four months; seconded by Director Shepherd. Motion passed unanimously. The Board discussed furniture in the Lodge that needs to be relocated to the shed and sold. Mrs. Hoekman left the meeting.

5. Financial Matters:

- a. Review of Unaudited Financial Statements as of February 28, 2021: Mr. Walker presented the review of the unaudited financial statements as of February 28, 2021. Mrs. Hardekopf noted \$95,000 was received for O&M from property taxes.
- b. Approval of Payables for the Period Ending March 15, 2021: Mr. Walker presented the

Payables for the period ending March 15, 2021. The Board discussed snow removal and concerns from the community. The Board discussed communicating with the community about expectations of snow removal during large snow events. President Heeter said he will include something in the newsletter. Director Espenlaub moved to approve the Payables as presented; seconded by Director Shepherd. Motion passed unanimously.

- c. Update on Status of FEMA/COVID claim amounts: Mr. Walker reported that the deadline for FEMA expired and he has a call into FEMA as well as Doug Lamborn's office who helped expedite the process last time.
- d. Future possibilities for recovery grants/loans, etc.: Mr. Walker explained there are significant funds included in the new recovery act passed by Congress for El Paso County and City of Colorado Springs. Special districts are included in a special category and that money has not yet been allocated, and the Special Districts Association is lobbying to see how that money will be divided up. There are no applications yet, but they should be available in the near future and Walker Schooler District Managers will continue to monitor the situation.
- e. Approval of Contract modification for WSDM, LLC: Mr. Walker explained he made the modifications as discussed to the contract and it is ready for Board approval. Director Espenlaub moved to approve the contract for WSDM, LLC; seconded by Director Shepherd. Motion passed unanimously.

6. Management Matters:

- a. Update on Management activities
 - District Manager: Mr. Walker reported on district management activities and confirmed the annual compliance requirements were completed in the last few months. WSDM is working on preparing the documents for the Audit in mid-April, as well as preparing minutes and related documents from recent board meetings. Mr. Walker reported that he hired Kinley-Horn to complete the new district map and the draft should be done by the next meeting.
 - Warren Management activities: Mrs. Adams reported she has been working on items to get the Lodge prepared for opening season, as well as coordinating with A Cut Above on snow removal.
- b. Update on Security System/Consolidation of Fire Alarm Monitoring etc.: There was no additional discussion.
- c. Trails/Community Maintenance: There was no discussion.
- d. Irrigation Plans
 - Median irrigation start-up: Mrs. Adams reported that the median irrigation will not start up until May after the last frost, so she recommends having an on-site Board meeting in May with A Cut Above and the landscape architects.
 - Proposal to run irrigation along Lodge entrance: The cost quoted last year from A Cut Above was \$1,800. No action was taken, and the issue was tabled until the May meeting when the Board will discuss all landscaping issues.
 - Pond start-up: Mrs. Adams reported the ponds are scheduled to start up in mid-April with fish being added in early May. The cost for the fish is \$800 to \$1,000.
 - Proposal to map irrigation lines, wells, and cisterns throughout community: Mrs. Adams said she will reach out to H2O Irrigation Specialists to see if they can assist with completing the irrigation map. Mr. Walker said he reached out to the original landscape planner and he confirmed that he does not have the plans or files anymore.
- e. Bulletin Board Status: Mrs. Adams reported that large outdoor bulletin boards are expensive, ranging from \$616 to \$1,132. The old bulletin board was removed because it was damaged. Mrs. Adams will continue to research.

f. Participation with HOA Recycling Day

- Share Cost: The Board discussed sharing the costs with the HOA for the recycling day event. Mr. Walker confirmed that the cost sharing is allowed and an approved use of funds and is not an issue according to legal counsel. President Heeter moved to approve the cost sharing with the HOA not to exceed \$1,500; seconded by Director Shepherd. Motion passed unanimously.
- Blood Drive/Bloodmobile: President Heeter suggested having a community blood drive and asked for Board member's opinions. Director Shepherd confirmed UCHealth does the on-site blood drives. Director Shepherd suggested broadcasting it on the Nextdoor app broader community to get more donors.

7. Status of Filling Open Metro Board Seat: Mr. Walker reported there are two candidates that are interested in joining the Board. He suggested the Board create a subcommittee to interview the potential candidates. President Heeter and Director Stauch will be on the subcommittee. The Board directed Mr. Walker to send an email blast notifying the community of the vacancy.

8. Discussion – How to Recruit More Volunteers: President Heeter explained the need for more volunteers to help with community events and items such as the County liaison volunteer for curb and gutter issues. Director Espenlaub suggested availability expectations be outside board meeting times since a lot of people work full time and are unable to attend the standing board meeting. Mr. Walker complimented the Board on all of the work they volunteer to do for the community.

9. Proposed By-Laws Discussion

- a. Discussion and adoption of District By-Laws: The Board postponed this item to the April Board meeting so the new Board member is able to provide input.

10. HOA Update: Mrs. Adams reported on the HOA and she noted detailed information on the fire-wise designation program will be provided to the community in the coming weeks. She also reported the Tall Timbers chipping program will be held the week of May 24, 2021. Mrs. Adams noted the HOA is in the process of amending some landscaping items in the Design Guidelines as well.

11. Legal Matters:

- a. Homeowners' Release from Liability for Maintenance of Adjacent Land: President Heeter reported the draft was completed by legal and there is no action needed.

12. New Business: President Heeter asked for Board opinion on meeting in person, socially distanced at the Lodge starting in April. Directors Espenlaub and Shepherd agreed and had no concerns. Mr. Walker suggested keeping the video and teleconference as an option as well as in person.

13. Public Comment: There was no public comment.

14. Other Business:

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

15. Adjournment: Director Shepherd moved to adjourn the meeting; seconded by Director Espenlaub. Motion passed unanimously at 11:39 a.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 19, 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