



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD APRIL 20, 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, April 20th at 10:00 a.m., at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter
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
Nancy Piasecki, Resident of Cathedral Pines
Matt Kolz, Resident of Cathedral Pines

1. Call to Order:

- a. President Heeter called the meeting to order at 10:06 a.m. and confirmed a quorum of the Board was present.

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

3. Approval of Board Meeting Minutes – Regular meeting on March 19, 2021: Director Espenlaub moved to approve the March 19, 2021 Meeting Minutes; seconded by Director Shepherd. Motion passed unanimously.

4. Lodge Management Update

- a. Status of current operations: Mrs. Hoekman reported that as of Friday, the Lodge is able to operate at 100% capacity without restrictions other than masks are required. Events that are scheduled should be good to go moving forward with the exception of those with guests from out of the country. Mrs. Hoekman discussed event bookings and noted an increase in internet activity since the announcement on capacity.

- b. Status of capital items: The Board discussed the completed Lodge improvements and maintenance. Mrs. Hoekman noted she found an under-budget price for tables and chairs and is waiting for details on shipping. Mrs. Adams reported the exterior wood staining is \$4,800 and the seals and coat for the road will be done in June. Director Shepherd discussed updating the branding logo and the official name for the Lodge and presented design options to the Board. The Board agreed they would like to move forward with updating Lodge branding and logo as presented and modified. Directors Heeter and Espenlaub recommended using The Lodge at Cathedral Pines since there is already signage using that name.

5. Financial Matters:

- a. Review of Unaudited Financial Statements as of March 31, 2021: Mr. Walker presented the unaudited financial statements as of March 31, 2021. 40% of the operating budget has been received from tax revenue with the majority to be collected in April.
- b. Approval of Payables for the Period Ending April 10, 2021: Director Stauch moved to approve the Payables for the period ending April 10, 2021; seconded by Director Shepherd. Motion passed unanimously. Director Stauch asked about an invoice received from Waste Management. Ms. Hardekopf explained the District terminated services with Waste Management in 2020 but they continue to send invoices. Mrs. Adams suggested returning the invoice with the Termination letters attached and noted the salesperson confirmed the services were terminated.
- c. Update on Status of FEMA/COVID claim amounts: Mr. Walker reported that FEMA communicated that they are behind schedule due to COVID. Mr. Walker explained the history of the FEMA claim and noted the District is waiting on roughly \$52,000 according to the State. Mr. Walker explained the different budget number that is lower due to his opinion that there are funds that may not be reimbursed when there is a final determination.
- d. Future possibilities for recovery grants/loans, etc.: Mr. Walker discussed the billions of dollars in COVID relief grants that will be distributed throughout the country. He noted that he may hire a Grant Writer to assist with pursuing funds for the Districts. Mr. Walker and his office will continue to monitor the situation and report back to the Board. In addition, an article will be included in the upcoming newsletter requesting assistance from any Cathedral Pines resident who may have experience writing grants.

6. Management Matters:

- a. Update on Management activities
 - District Manager: There was no discussion.
 - Warren Management activities: There was no discussion.
- b. Update on nearby development proposals: The Board discussed the proposed new growth and annexation north of Cathedral Pines. Mr. Walker noted there is a new County Master Plan that was written about in Sunday's newspaper. Mrs. Piasecki commented on the annexation of Flying Horse North and the size of the lots and requested that more communication be sent out to inform the residents of Cathedral Pines such as an individual communication from the HOA regarding trash notifications. Mrs. Piasecki also asked if there is an opportunity to represent Cathedral Pines as a whole and if that would be the Metro District or the HOA. Mr. Kolz said he would like guidance on the best way to comment and provide input on the annexation and master plan. Mrs. Piasecki commented that commenting on the County Master Plan is very difficult to navigate and is hoping to get a reply from the Executive Director of Development Services on how best to input into the process. The Board discussed the extension of Milam Road and proposed development. After further discussion, Mr. Walker suggested the Board vote on working with the HOA to do a joint communication regarding input from Black Forest to the El Paso County Master Plan, the proposed acreage, and the concern regarding the annexation,

as well as appointing a subcommittee to draft the communication. Ms. Hardekopf suggested utilizing a Jot Form survey to consolidate the data. Ms. Piasecki said she would be willing to join the subcommittee. President Heeter moved to create a subcommittee and suggested appointing Director Stauch, Mrs. Piasecki, and Mr. Kolz; seconded by Director Stauch. Motion passed unanimously. President Heeter requested to discuss Agenda item 12 next.

- c. Update on Security System/Consolidation of Fire Alarm Monitoring etc.: Mr. Walker requested a report on why the fire alarm had been disengaged; Ms. Hoekman and Ms. Adams confirmed it was not operating correctly and they had disconnected it. Mr. Walker will get the Service provider to revisit and repair. Mr. Walker also noted that ADT was the only responsive bid on the security system and the contract would be sent to President Heeter for signature restart of the system.
- d. Update on Community Map: Mr. Walker reported the map should be completed by Kinley/Horn by the end of the week.
- e. Trails/Community Maintenance: Director Espenlaub reported that he laid fescue seed on the log erosion barriers at the Lodge and will begin watering when the weather warms up.
- f. Pond startup: Mrs. Adams reported the pond startup is scheduled for the first week of May and lake management will schedule to stock the fish once the pond is circulating. Mrs. Adams will report back with details on the fish.
- g. Bulletin Boards: There was no discussion.
- h. Irrigation Plans
 - Median irrigation start-up: A Cut Above will start irrigation the week of May 10, 2021.
 - Proposal to map irrigation lines, wells and cisterns throughout community: A proposal was received to map out the system for \$250/hour from Leak Detection Company, and Mrs. Adams is still waiting on a proposal from H2O Irrigation. It is roughly estimated to take 10 hours. President Heeter noted the Board will discuss landscaping and irrigation in detail at the May Board meeting. Two companies will present their proposals for the long-term landscaping plans, and A Cut Above will join to discuss the location of the wells, cisterns, and irrigation.
 - Proposal to begin irrigation work along Lodge Drive: President Heeter presented the proposal from A Cut Above to begin irrigation work along Lodge Drive. President Heeter moved to approve the proposal from A Cut Above to not exceed \$2,000 for the irrigation work along Lodge Drive. Director Shepherd noted the overflow parking planned for along Lodge Drive. Seconded by Director Shepherd. Motion passed unanimously.
- i. Participation with HOA Recycling Day
 - Share Cost: The Board voted last month to approve a cost split with the HOA.
 - Blood Drive/Bloodmobile: President Heeter reported there will not be a bloodmobile available.
 - Food donations: President Heeter suggested hosting a food donation drive to benefit the Black Forest Food Bank instead of the blood donation during the HOA Recycling Day.

7. By Laws Discussion: President Heeter requested the Board discuss table this item to the June Board meeting so the new board member can provide input.

8. HOA Update: Director Stauch reported the HOA formed a subcommittee for a Fire Wise designation. He noted there are certain mandatory guidelines that were updated in the Design Guidelines such as not distributing mulch within 25 feet of a roadway due to fire dangers from cigarettes. Director Stauch discussed the benefits of a Fire Wise designation including cheaper insurance rates, and to protect the community from fire. Director Stauch went over the updates to the Design Guidelines in detail for the

Board. The Board discussed changes to fences and guidelines, and Director Shepherd expressed concerns with fences being up along the trails and the impact to wildlife. President Heeter discussed the cattails and weeds near the ponds and suggested taking over maintenance from the County. Mr. Walker noted there are certain protections for wetlands.

9. Legal Matters: There was no discussion.

10. New Business: There was no discussion.

11. Public Comment: There was no public comment.

12. Board Vacancy – Report from subcommittee: President Heeter reported on the Board candidate interviews and noted both candidates were very strong, so it is not an easy decision to make a recommendation. President Heeter and Director Stauch recommend Mr. Kevin Combs to the open Board position. Director Stauch suggested having the other candidate, Mr. Eisenhart be appointed to a subcommittee for working with the County on roads and other issues. President Heeter moved to appoint Mr. Kevin Combs to the open Board position and fulfill the vacancy; seconded by Director Stauch. Motion passed unanimously.

13. Other Business:

- a. Next Regular Board Meeting scheduled for May 18, 2021 at 10:00 AM

14. Adjournment: Director Espenlaub moved to adjourn the meeting; seconded by Director Shepherd. Motion passed unanimously at 12:30 p.m.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 20, 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

Rick Stauch, Director