

**CATHEDRAL PINES METROPOLITAN DISTRICT  
NOTICE OF REGULAR MEETING  
BOARD OF DIRECTORS**

August 17, 2021 10:00 AM  
Cathedral Pines Community Center  
13975 Milam Rd.  
Colorado Springs, CO 80908  
Or

**Please join meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/167017405>

**You can also dial in using your phone.**

United States: +1 (571) 317-3129

**Access Code:** 167-017-405

Public Welcome

Board of Directors

---

Bill Heeter, President	Term Expires May 2022
Lynn Shepherd, Vice President	Term Expires May 2023
Ecton Espenlaub, Treasurer	Term Expires May 2022
Kevin Combs	Term Expires May 2022
Rick Stauch, At Large	Term Expires May 2022

---

**AGENDA**

**1. Call to Order**

- a. Meeting operating under previously adopted Emergency Resolution 2020-3-1

**2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**

**3. Approval of Agenda**

**4. Approval of Board Meeting Minutes** – Regular meeting on July 8, 2021 (see attached)

**5. Lodge Management Update – Lynn/Lina**

- a. Status of current operations – Lina
- b. Status of capital items - Lynn/Lina
- c. Lodge Open House Review
- d. Review of Current Manager Compensation
- e. Review of pricing for community members

**6. Financial Matters**

- a. Review of Unaudited Financial Statements as of July 31, 2021 (see attached) – Kevin/Ecton
- b. Approval of Payables for the Period Ending July 31, 2021 (see attached) – Kevin
- c. Update on Status of FEMA/COVID claim amounts – Kevin
- d. Status of Grant Possibilities – Kevin

**7. Management Matters**

- a. Irrigation Issues

- b. Landscaping Update
- f. Custodianship of Lower Vessey ponds- Bill
- g. Long-Term Landscaping Plan - status
- h. El Paso County Master Plan Discussion

**8. Review of Proposed By-Laws**

**9. New Business**

**10. Public Comment** (Items Not on the Agenda Only. Comments limited to 3 minutes per person and taken in Order in Which They Appear on Sign-Up Sheet)

**11. Other Business**

- a. Next Regular Board Meeting scheduled for Tuesday, September 20, 2021 at 10:00 AM

**12. Adjournment**





**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD JULY 8, 2021  
AT 8:30 A.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Thursday, July 8<sup>th</sup> at 8:30 a.m., at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter  
Ecton Espenlaub  
Rick Stauch  
Lynn Shepherd  
Kevin Combs (arrived late by phone)

Also in attendance were:

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

1. Call to Order: President Heeter called the meeting to order at 8:35 a.m. and confirmed a quorum of the Board was present. Director Combs was excused.
2. Approval of the Agenda: President Heeter added an Agenda item to discuss El Paso County Master Plan after Ms. Hoekman's Lodge Management Update.
3. Approval of Board Meeting Minutes – Regular meeting on May 18, 2021: Director Espenlaub moved to approve the May 18, 2021 Meeting Minutes; seconded by Director Shepherd. Motion passed unanimously.
4. Lodge Management Update
  - a. Status of current operations: Ms. Hoekman reported on current operations. There were 11 tours from May 10 – June 10, and 13 tours from June 10 – July 8. There were 9 events booked, and 8 events were executed. She noted the client survey is now being distributed to clients from executed events.
  - b. Status of capital items: Ms. Hoekman discussed the furniture and décor for the 2 room suites. The Board requested time to review the décor and costs before approval. The Board will

provide feedback to Ms. Hardekopf. Ms. Hoekman discussed the chairs and noted the lumber shortage has affected prices. For 125 chairs the cost would be \$4,269.59 which is higher than anticipated. The Board agreed to wait until 2022 to order new chairs.

- c. Lodge Open House Update – July 27: Ms. Hoekman noted the Lodge Open House is scheduled for July 27, 2021 from 4:00 PM to 8:00 PM. The event is being fully sponsored other than the food trucks. The Board discussed having the Metro District sponsor the food. Ms. Hoekman will look into the pricing for the food trucks and report back to Director Shepherd on estimated costs. Ms. Hoekman left the meeting.
- d. Review of current Manager compensation: The Board discussed the Lodge Manager compensation. Director Shepherd noted an agenda item for next meeting to discuss a review of homeowner community member pricing. Director Combs joined the meeting by phone.
- e. El Paso County Master Plan discussion: The Board discussed the Master Plan was approved in May and a concern in the community is the easement of Milam with a possible connection to the south part of Flying Horse North. The Board also discussed that Classic Homes could change their strategy from building 5-acre properties to .25-acre properties. The Board discussed wanting to educate the Cathedral Pines community as well as Flying Horse North by holding community meetings on September 15, 2021 and in November.

#### 5. Financial Matters:

- a. Review of Unaudited Financial Statements as of June 30, 2021: Director Espenlaub asked about the property tax revenues being 30% less than anticipated. Mr. Walker explained they have not received all of the payments.
- b. Approval of Payables for the Period Ending June 30, 2021: Ms. Adams requested the Board hold the AMC invoice for the exterior staining because she is not satisfied with the work and would like the Board to review. Director Shepherd moved to accept the Payables that were paid for the period through May with the addition of the trash service invoice; seconded by Director Stauch. Motion passed unanimously.
- c. Update on Status of FEMA/COVID claim amounts: Mr. Walker reported that there was activity if not progress on the funds. Congressman Lamborn's office has been requested to ask FEMA for an update given that the submittal has been there of over a year and their average time for review is 9 months. Mr. Walker also reported that the State of Colorado legislators have also been contacted but that the State is done with their review and Mr. Walker complimented the State review official. FEMA/COVID claim amounts exceeded the grant total so that may be the source of the delay and the confusion around the total amount still owing.
- d. Status of Grant Proposals: Mr. Walker reported they have hired a grant writer to go through the possibilities of federal funds for the District for items such as conversion of streetlights to solar and trail clean-up.
  - Conversion of streetlights to solar
  - Clean-up of lower Vessey Ponds
  - Replacement of irrigation system
  - Trail clean-up

#### 6. Management Matters:

- a. Irrigation Issues along Medians: The Board discussed the irrigation issues along the medians that would require the road to be torn up for repairs. The valves have been opened up slightly, so water is flowing up to Milam and Saxon intersection which is a temporary fix to the problem. The Board agreed to get a cost estimate for repairs.
- b. Landscaping Update:
  - Mowing of Lower Vessey area by A Cut Above: The mowing of Lower Vessey area was

- completed by A Cut Above.
- Installation of irrigation lines along Lodge Drive: Ms. Adams reported that A Cut Above has completed the irrigation and drip lines along Lodge Drive. Ms. Adams left the meeting. She also noted the ponds are continuing to flourish.
  - Removal of dead shrubs/trimming of live ones: The Board discussed that the big tree by the mailboxes is dead and another transplanted tree on a median may die. Tall Timbers has been contacted for removal. Director Shepherd noted a dead fallen tree in the Lower Vessey area. A Cut Above has removed the dead shrubs and has been tasked with trimming the live ones. There are 91 shrubs needing trimming, so they will start with 15 and provide a quote.
- c. Custodianship of Lower Vessey ponds: The Board discussed taking control of the Lower Vessey ponds since they are being neglected by the County. The mowing is not being done and cattails have taken over. President Heeter discussed options to address the cattails and costs associated. The Board agreed to research the engineering and costs further.
  - d. Planned improvements at center Milam/Milhaven monument: The Board discussed removing the small trees and cleaning up the area with volunteers.
  - e. Winslow Entrance Clean-up completed: President Heeter reported the clean-up is almost completed, and Trees 4 Tomorrow will remove the remaining 3 trees.
  - f. Bulletin Boards: Director Espenlaub discussed the new bulletin boards and modifications to make them fit the space. He suggested using one bulletin board instead of three.
  - g. Long-Term Landscaping Plan Decision: President Heeter said he felt that Kimley-Horn's presentation was better. The Board discussed the budget in regard to the long-term landscaping plan. Director Espenlaub suggested getting community feedback at the November Annual meeting. After further discussion, President Heeter moved to go forward with Kimley-Horn and offer them \$5,000 for developing the first step in the landscaping plan; seconded by Director Stauch. Motion passed unanimously.
    - Kimley-Horn – Jeremy Powell
    - Matrix Design Group – Jason Alwine

7. Review of Proposed By-Laws at Next Meeting: There was no discussion.

8. HOA Update: President Heeter reported his wife resigned from the HOA and discussed her concerns with the HOA such as the lack of the transparency of the design guidelines, people on the HOA Board making decisions with conflicts of interest, and Director Stauch's removal. A petition was distributed to the community for the recall of the HOA Board which received the required number of signatures. The HOA Board has 30 days to address the recall with the community at a special meeting where a super majority vote could result in the removal of the Board members if they do not resign.

9. New Business: There was no discussion.

10. Public Comment: There was no public comment.

11. Other Business:

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

12. Adjournment: Director Shepherd moved to adjourn the meeting; seconded by Director Stauch. Motion passed unanimously at 11:15 AM.

Respectfully Submitted,

---

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 8, 2021 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

---

Bill Heeter, President

---

Lynn Shepherd, Vice President

---

Ecton Espenlaub, Secretary

---

Rick Stauch, Director

---

Kevin Combs, Treasurer

DRAFT





**Cathedral Pines Metropolitan District**  
**Balance Sheet**  
As of July 31, 2021

	Jul 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
ECB Debt Service Fund	283,915.46
ECB General Fund	336,946.26
MM - CSafe Bond Fund UMB	0.53
<b>Total Checking/Savings</b>	620,862.25
<b>Accounts Receivable</b>	
Accounts Receivable	3,833.33
<b>Total Accounts Receivable</b>	3,833.33
<b>Other Current Assets</b>	
Prop Tax Rec - Debt Svc	13,961.91
Prop Tax Rec - Gnl Fund	13,961.91
12000 · Undeposited Funds	1,425.00
<b>Total Other Current Assets</b>	29,348.82
<b>Total Current Assets</b>	654,044.40
<b>Fixed Assets</b>	
<b>Community Center</b>	
Accum Depreciation	-576,197.00
Original Cost	1,328,384.00
<b>Total Community Center</b>	752,187.00
<b>Equipment</b>	
Accum Depreciation	-2,950.00
Equipment - Other	13,922.00
<b>Total Equipment</b>	10,972.00
<b>Parks, Trails &amp; Monument</b>	
Accum Depreciation	-588,641.00
Original Cost	897,354.77
Parks, Trails & Monument - Other	83,680.37
<b>Total Parks, Trails &amp; Monument</b>	392,394.14
<b>Total Fixed Assets</b>	1,155,553.14
<b>TOTAL ASSETS</b>	<b>1,809,597.54</b>

**Cathedral Pines Metropolitan District**  
**Balance Sheet**  
As of July 31, 2021

	Jul 31, 21
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	56,292.24
<b>Total Accounts Payable</b>	56,292.24
<b>Other Current Liabilities</b>	
Deferred Prop Tax - DSvc	13,961.91
Deferred Prop Tax - Gnl	13,961.91
Deposits- Lodge Events	30,337.00
<b>Total Other Current Liabilities</b>	58,260.82
<b>Total Current Liabilities</b>	114,553.06
<b>Long Term Liabilities</b>	
<b>Bonds Payable 2016</b>	
Bond Premium 2016	
A/A Bond Premium 2016	-84,522.36
Bond Premium 2016 - Other	414,881.70
<b>Total Bond Premium 2016</b>	330,359.34
Bonds Payable 2016 - Other	4,475,000.00
<b>Total Bonds Payable 2016</b>	4,805,359.34
<b>Total Long Term Liabilities</b>	4,805,359.34
<b>Total Liabilities</b>	4,919,912.40
<b>Equity</b>	
Debt Svc / Cap Proj Funds	155,805.00
General Fund-Restricted	8,054.00
General Fund-Unrestricted	33,873.00
Gov't Wide Fund Balance	-3,741,036.79
32000 - Retained Earnings	115,405.99
Net Income	317,583.94
<b>Total Equity</b>	-3,110,314.86
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,809,597.54</b>

## Cathedral Pines Metropolitan District Profit & Loss Budget vs. Actual January through July 2021

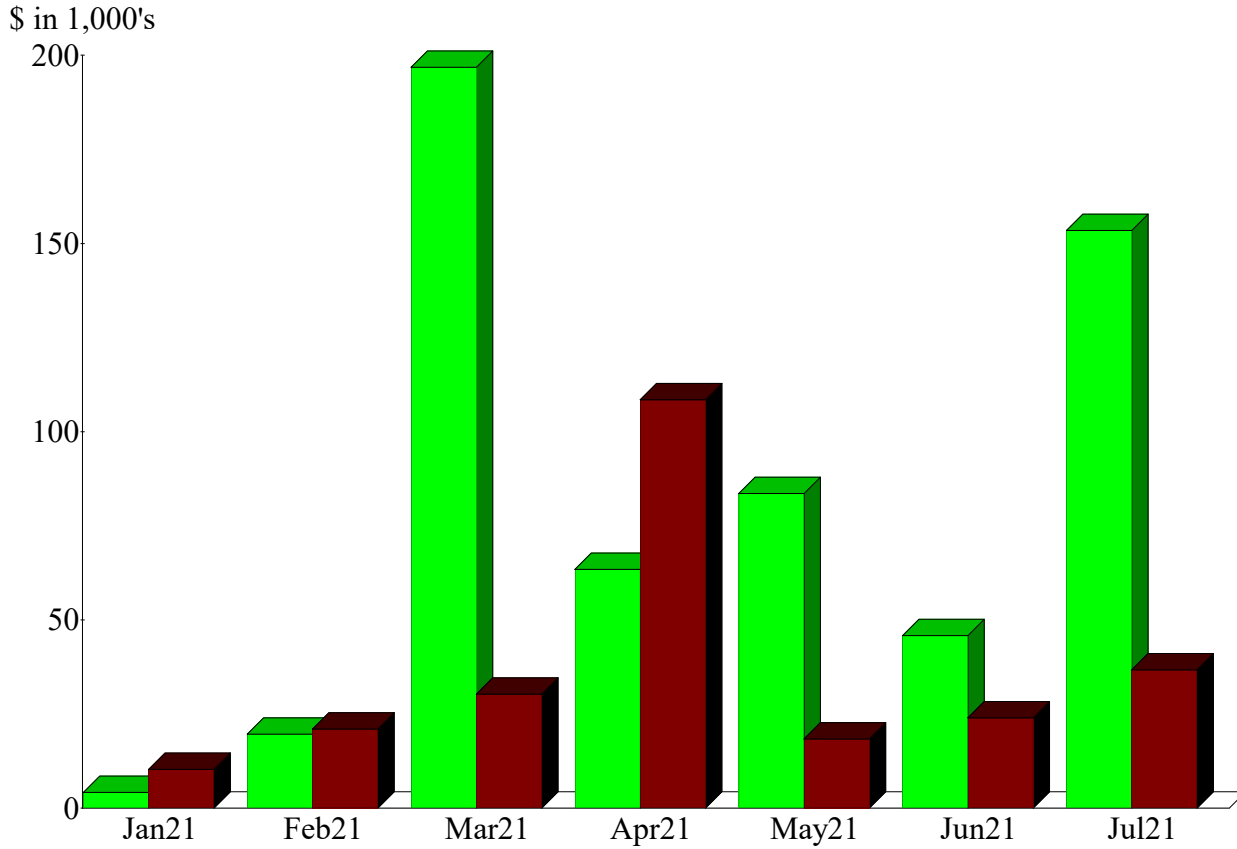
	TOTAL				
	Jul 21	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>1-100 · GF INCOME</b>					
1-105 · GF Prop Tax Revenue	70,226.27	244,299.08	258,217.22	-13,918.14	94.61%
1-110 · Specific Ownership Taxes	4,779.73	29,741.74	36,150.41	-6,408.67	82.27%
1-115 · Delinquent Tax and Interest	20.38	35.67			
1-117 · Prior Year Tax & Int Abatement	0.00	-2,191.78			
1-120 · Rental Income - Lodge Events	7,312.50	47,062.00	75,000.00	-27,938.00	62.75%
1-127 · Rental Income - Shed	833.33	5,833.31			
1-140 · FEMA Funds	0.00	0.00	20,000.00	-20,000.00	0.0%
1-145 · Sales of Product Income	0.00	0.00	1,600.00	-1,600.00	0.0%
<b>Total 1-100 · GF INCOME</b>	<u>83,172.21</u>	<u>324,780.02</u>	<u>390,967.63</u>	<u>-66,187.61</u>	<u>83.07%</u>
<b>2-100 · DS INCOME</b>					
2-105 · DS Prop Tax Revenue	70,226.28	244,299.09	258,217.22	-13,918.13	94.61%
2-130 · DS Interest Income	32.36	135.22			
2-132 · Prior Year Tax & Int Abatement	0.00	-2,191.78			
<b>Total 2-100 · DS INCOME</b>	<u>70,258.64</u>	<u>242,242.53</u>	<u>258,217.22</u>	<u>-15,974.69</u>	<u>93.81%</u>
<b>Total Income</b>	<u>153,430.85</u>	<u>567,022.55</u>	<u>649,184.85</u>	<u>-82,162.30</u>	<u>87.34%</u>
<b>Gross Profit</b>	153,430.85	567,022.55	649,184.85	-82,162.30	87.34%
<b>Expense</b>					
<b>TRANSFERS OUT</b>					
Capital Replacement Reserve	0.00	0.00	25,000.00	-25,000.00	0.0%
<b>Total TRANSFERS OUT</b>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
<b>1-1000 · SERVICES</b>					
1-1005 · Audit	8,400.00	8,400.00	8,497.50	-97.50	98.85%
1-1010 · Management Expense	3,675.00	25,816.50	25,725.00	91.50	100.36%
1-1015 · Maintenance Management	2,642.91	16,087.48	14,583.35	1,504.13	110.31%
1-1020 · Legal Fees	439.43	2,841.53	6,416.65	-3,575.12	44.28%
<b>Total 1-1000 · SERVICES</b>	<u>15,157.34</u>	<u>53,145.51</u>	<u>55,222.50</u>	<u>-2,076.99</u>	<u>96.24%</u>
<b>1-2000 · LODGE</b>					
1-2001 · Lodge Management	3,740.62	17,740.62	7,000.00	10,740.62	253.44%
1-2020 · Event Supplies	0.00	467.12	3,000.00	-2,532.88	15.57%
1-2025 · Cleaning	0.00	0.00	500.00	-500.00	0.0%
1-2030 · Repairs and Maintenance	0.00	15,510.49	10,000.00	5,510.49	155.11%
1-2035 · Utilities	22.92	3,438.80	4,666.65	-1,227.85	73.69%
1-2040 · Security	197.21	1,178.00	1,750.00	-572.00	67.31%
1-2043 · Capital Improvements - O&M	0.00	0.00	20,000.00	-20,000.00	0.0%
1-2044 · Landscape Maintenance	0.00	70.80	8,750.00	-8,679.20	0.81%
1-2045 · Snow Removal	0.00	4,130.00	5,000.01	-870.01	82.6%
1-2050 · Trash	171.29	890.83	3,500.00	-2,609.17	25.45%
1-2055 · Telephone	0.00	1,922.40	1,925.00	-2.60	99.87%
1-4030 · Lodge Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>Total 1-2000 · LODGE</b>	<u>4,132.04</u>	<u>45,349.06</u>	<u>76,091.66</u>	<u>-30,742.60</u>	<u>59.6%</u>
<b>1-3000 · GF EXPENSES</b>					

**Cathedral Pines Metropolitan District**  
**Profit & Loss Budget vs. Actual**  
January through July 2021

	TOTAL				
	Jul 21	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
License & Fees	0.00	553.73			
1-3005 · Landscape Maintenance	3,083.37	18,689.24	20,416.65	-1,727.41	91.54%
1-3010 · Repair & Maintenance - O&M	8,205.78	10,631.07	25,000.00	-14,368.93	42.52%
1-3015 · Snow Removal - O&M	0.00	2,875.00	12,500.01	-9,625.01	23.0%
1-3020 · Utilities - O&M	3,256.16	10,401.08	11,666.65	-1,265.57	89.15%
1-3025 · Infrastructure Replacement	0.00	0.00	10,000.00	-10,000.00	0.0%
<b>Total 1-3000 · GF EXPENSES</b>	<b>14,545.31</b>	<b>43,150.12</b>	<b>79,583.31</b>	<b>-36,433.19</b>	<b>54.22%</b>
<b>1-4000 · OTHER</b>					
1-4005 · Bank Charges	0.00	0.00	500.00	-500.00	0.0%
1-4010 · Insurance/ Fees	0.00	9,341.00	12,000.00	-2,659.00	77.84%
1-4015 · Office Expenses	450.00	450.00	500.00	-50.00	90.0%
1-4020 · Collection Fee GF(Treasurer)	1,053.70	3,665.04	3,873.26	-208.22	94.62%
<b>Total 1-4000 · OTHER</b>	<b>1,503.70</b>	<b>13,456.04</b>	<b>16,873.26</b>	<b>-3,417.22</b>	<b>79.75%</b>
<b>1-5000 · COVID RELATED EXPENSES</b>					
1-5010 · Lodge COVID Restructuring	0.00	0.00	24,500.00	-24,500.00	0.0%
1-5020 · Cleaning Services	0.00	0.00	1,000.00	-1,000.00	0.0%
1-5050 · Other	0.00	0.00	1,000.00	-1,000.00	0.0%
<b>Total 1-5000 · COVID RELATED EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>26,500.00</b>	<b>-26,500.00</b>	<b>0.0%</b>
<b>2-1000 · DS EXPENSES</b>					
2-1005 · Trustee Fees	400.00	400.00			
2-1010 · Collection Fee DS (Treasurer)	1,053.70	3,665.01			
2-1015 · Bond Principal Pmts	0.00	0.00	65,000.00	-65,000.00	0.0%
2-1030 · Interest Expense DS	0.00	90,290.45	109,028.13	-18,737.68	82.81%
<b>Total 2-1000 · DS EXPENSES</b>	<b>1,453.70</b>	<b>94,355.46</b>	<b>174,028.13</b>	<b>-79,672.67</b>	<b>54.22%</b>
66910 · Bank Service Charges	0.00	-17.58			
<b>Total Expense</b>	<b>36,792.09</b>	<b>249,438.61</b>	<b>453,298.86</b>	<b>-203,860.25</b>	<b>55.03%</b>
<b>Net Ordinary Income</b>	<b>116,638.76</b>	<b>317,583.94</b>	<b>195,885.99</b>	<b>121,697.95</b>	<b>162.13%</b>
<b>Net Income</b>	<b>116,638.76</b>	<b>317,583.94</b>	<b>195,885.99</b>	<b>121,697.95</b>	<b>162.13%</b>

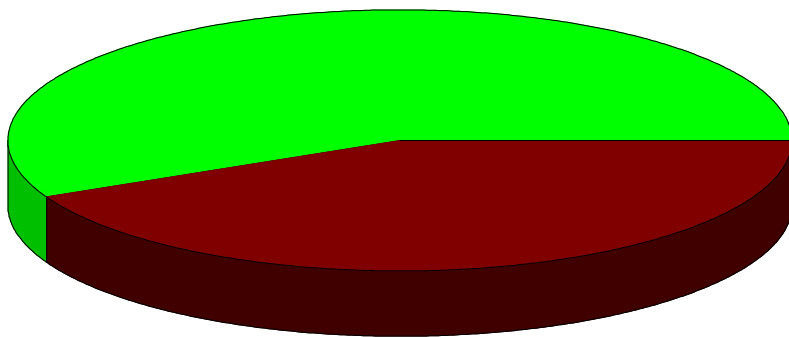
Income and Expense by Month  
January through July 2021

Income  
Expense



Income Summary  
January through July 2021

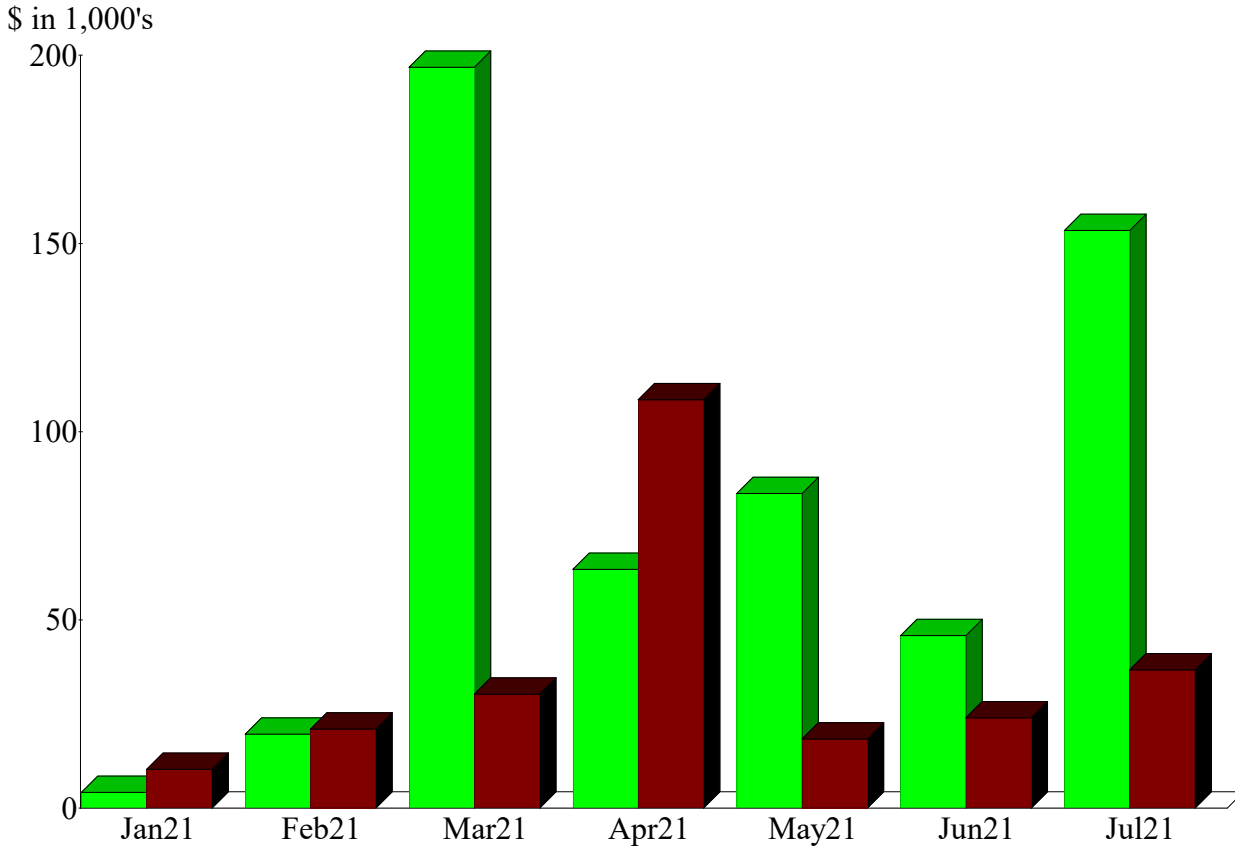
1-100 · GF INCOME	57.28%
2-100 · DS INCOME	42.72
Total	\$567,022.55



By Account

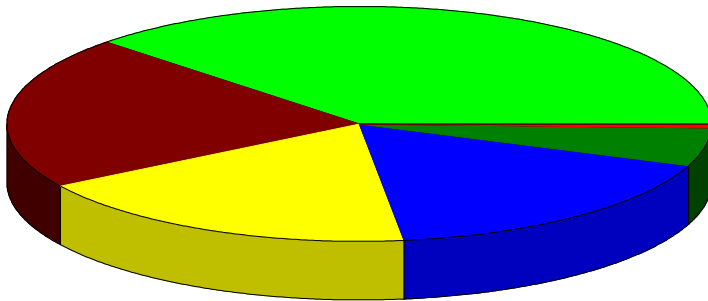
Income and Expense by Month  
January through July 2021

Income  
Expense



Expense Summary  
January through July 2021

2-1000 · DS EXPENSES	37.82%
1-1000 · SERVICES	21.30
1-2000 · LODGE	18.18
1-3000 · GF EXPENSES	17.30
1-4000 · OTHER	5.39
66910 · Bank Service Charges	<b>\$-17.58</b>
Sub-Total	\$249,438.61



By Account