



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD AUGUST 17, 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, August 17<sup>th</sup> 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  
Lynn Shepherd  
Ecton Espenlaub  
Kevin Combs  
Rick Stauch

Also in attendance were:

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

1. Call to Order: President Heeter called the meeting to order at 10:08 a.m. and confirmed a quorum was present.

2. Approval of the Agenda: President Heeter requested to add an agenda item under New Business to discuss Board meeting times, HOA Update, and requested to postpone item 7. Review of Proposed By-Laws. Director Espenlaub requested discussion on the website. Director Espenlaub moved to approve the Agenda as amended; seconded by Director Shepherd. Motion passed unanimously.

3. Approval of Board Meeting Minutes – Meeting on July 8, 2021: Director Espenlaub noted a clarification to 4.b. where the Board discussed waiting to check on the chair delivery time in late 2021 for delivery by April. He also noted a clarification to item 8 that should read removal as President of the HOA. Director Espenlaub moved to approve the July 8, 2021 Board Meeting Minutes as amended; seconded by Director Shepherd. Motion passed unanimously.

4. Lodge Management Update

- a. Status of current operations: Mr. Nichols presented the status of current operations. There were 14 tours from July 10 – August 10, 2 resident bookings, and 5 executed events. Facebook

followers are up from 609 to 614 and Instagram followers are up from 792 to 809. All client feedback surveys that have been received for the month are positive. Director Shepherd discussed booking revenue for the year and noted the revenue is \$30,000 to \$60,000 over what was estimated. Mr. Nichols discussed COVID guidelines and noted there have been questions from clients on vaccine requirements. Masks are currently not required but recommended for the unvaccinated indoors. Currently, the Lodge is following El Paso County rules and recommendations. Director Shepherd suggested a detailed discussion at the September meeting to go over the budget and marketing strategies with Ms. Hoekman. After discussion, Director Stauch moved to change the name to Cathedral Pines Lodge for marketing purposes; seconded by Director Shepherd. Motion passed unanimously.

- b. Status of capital items: The Board discussed the status of capital items. Chairs have been discussed for next Spring, and Seals and Stripes was completed.
- c. Lodge Open House Review: Director Shepherd reported on the Lodge Open House and noted they received positive feedback from people in the industry about the open house, but many were too busy to attend due to time of year. There were also issues with communication beforehand to the residents. Director Shepherd suggested picking a date during the off-season next time and getting communication out to the residents earlier.
- d. Review of Current Manager Compensation: The Board discussed that the contract says Ms. Hoekman's compensation is 30% of total Lodge revenue. Mr. Walker noted she was paid the agreed upon \$3,500 monthly payment in June but not yet for July and requested guidance on how to move forward with compensation. Director Shepherd reported that Ms. Hoekman will be relocating to California but will continue to manage operations remotely with her employee Mr. Nichols who will remain local.
- e. Review of pricing for community members: Director Shepherd discussed that only a small percentage of residents utilize the Lodge for events. She noted the District loses revenue on those events and loses the opportunity to book events at a higher rate on those days. The Board agreed to discuss this item further at the next meeting. Mr. Nichols left the meeting.

#### 5. Financial Matters:

- a. Review of Unaudited Financial Statements as of July 31, 2021: Mr. Walker presented the unaudited financial statements as of July 31, 2021. Mr. Walker noted the 2022 draft budget will be provided to the Board by October 15<sup>th</sup> with the formal Budget Hearing in November. Director Stauch moved to approve the unaudited financial statements as of July 31, 2021; seconded by Director Espenlaub. Motion passed unanimously.
- b. Approval of Payables for the Period Ending July 31, 2021: Mr. Walker presented the payables for the period ending July 31, 2021. After review, Director Espenlaub moved to approve the payables for the period ending July 31, 2021 with the addition of Ms. Hoekman's July payment; seconded by Director Shepherd. Motion passed unanimously.
- c. Update on Status of FEMA/COVID claim amounts: Mr. Walker reported they are still waiting for a status update from FEMA.
- d. Status of Grant Possibilities: Mr. Walker reported that according to the grant guidelines, the Lodge does not qualify as a venue that is eligible for venue grant funds. He will continue to research what the options are.

#### 6. Management Matters:

- a. Irrigation Issues: The Board discussed irrigation issues in the medians. President Heeter noted the irrigation system keeps breaking down and has been shut off for the year due to leaks. President Heeter is communicating with Kimley Horn on a plan for repairs or replacement of the system.

- b. Landscaping Update: President Heeter reported that A Cut Above has removed all of the dead bushes and shrubs.
- c. Custodianship of Lower Vessey ponds: President Heeter discussed the responsibility of the ponds and the issue with the cattails. He recommended the District take over the responsibility so it can be maintained since the County is not maintaining the area.
- d. Long-Term Landscaping Plan Status: President Heeter reported that Kimley-Horn will come speak to the Board so there is a chance to provide feedback.
- e. El Paso County Master Plan Discussion: President Heeter requested that Classic come and speak to the Board but has not heard back.

7. Review of Proposed By-Laws: The Board postponed this item until the next meeting.

8. New Business:

- a. Board Meeting Times: The Board discussed adjusting meeting times to make it more convenient for community involvement. The Board will discuss this item further in November.
- b. HOA Update: Director Stauch updated the Board on the HOA. A petition has been distributed to recall the current Board and elect a new Board. The HOA has a board meeting scheduled for August 24, 2021 at 5:00 p.m.
- c. Director Shepherd reported that a community gathering was organized to discuss the HOA situation for last week at the Lodge during the time that the HOA special meeting was scheduled for but ultimately was canceled. They requested that an email blast be sent out to notify the community about the gathering by Warren Management, but it was shut down by members of the HOA board. Director Shepherd reported that she received an email from a member of the community demanding to know if the gathering was a contracted and paid for event. Director Shepherd explained to the Board that it was a community gathering that does not require a contract or payment and everyone who showed up was welcomed into the meeting. Director Shepherd noted that if the HOA board meeting scheduled for August 24, 2021 at 5:00 p.m. at the Lodge gets canceled they will organize another community gathering during that time. Mr. Walker confirmed he does not have the ability to send an email blast to the community. The Board directed Mr. Walker to respond to the email informing the member of the community that the proper procedures were followed.
- d. Website Posting Discussion: Director Espenlaub asked about posting draft minutes to the website earlier than the approved minutes. Mr. Walker advised that legal would recommend waiting to post minutes until they are reviewed and approved by the Board.

9. Public Comment: There was no public comment.

10. Other Business:

- a. Next Regular Board Meeting scheduled for Tuesday, September 21, 2021 at 10:00 AM.

11. Adjournment: Director Shepherd moved to adjourn at 12:15 p.m.; seconded by Director Espenlaub. Motion passed unanimously.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "K Walker", with a long horizontal flourish extending to the right.

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By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 17, 2021 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.