



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD OCTOBER 27, 2021
AT 2:30 P.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Wednesday, October 27th at 2:30 p.m., at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter
Lynn Shepherd (Excused)
Ecton Espenlaub
Kevin Combs
Rick Stauch

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Rebecca Hardekopf, Walker Schooler District Managers (by phone)
Jamie Adams, Warren Management
Brandon Nichols, Lodge Team
Jeremy Powell, Kimley-Horn
Jim Eisenhart
Kathy Pope

1. Call to Order: President Heeter called the meeting to order at 2:32 P.M.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present with Director Shepherd excused.

3. Approval of the Agenda: President Heeter requested additional discussion under item 6.b. President Heeter reminded the members of the public to keep questions during the meeting brief and save additional questions for public comment to keep the meeting from going too long. President Heeter added items 9.d. Mowing Sides of Roads, Discussion on El Paso County Road Repairs under 12. New Business. He noted the Board will discuss the status of the community survey at the November Board meeting. Director Stauch moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of Board Meeting Minutes – Regular meeting on September 30, 2021: The Board discussed corrections to the September Meeting Minutes. After review, Director Espenlaub moved to

approve the September 30, 2021 Minutes as amended; seconded by Director Stauch. Motion passed unanimously.

5. Financial Update

- a. Review of Unaudited Financial Statements as of September 30, 2021: Mr. Walker presented the unaudited financial statements as of September 30, 2021.
- b. Approval of Payables for the Period Ending September 30, 2021: Mr. Walker presented the payables for the period ending September 30, 2021. The Board discussed requiring 90-day invoicing. After review, Director Combs moved to approve the payables for the period ending September 30, 2021; seconded by Director Stauch. Motion passed unanimously.
- c. Update on Status of FEMA/COVID claim amounts: There are no current updates on the FEMA/COVID claim amounts.
- d. Future possibilities for recovery grants/loans, etc.: There are no current updates on the grants.
- e. 2022 Budget Introduction and review: Mr. Walker presented the 2022 Budget draft. The public Budget Hearing will be held at the November Board meeting. The Board engaged in detailed discussion and review of the 2022 Budget draft. Director Combs requested that the budget not include the cents since that is a level of detail not needed. Director Combs requested clarification on numerous matters in the budget. He asked for clarification on property tax revenue. Mr. Walker explained the final values will be received in early December and these numbers are the preliminary values. Director Combs asked if the auditors would raise their rates by 7% next year. Ms. Hardekopf explained they typically raise their rate by 3-5% annually and the 7% was included as an even number. Director Combs asked about the projected increase in legal expenses. Mr. Walker explained the legal expenses will be higher in 2022 due to election costs and new state requirements. President Heeter noted there could be legal expenses regarding the ponds and landscaping as well. Director Combs asked about Lodge Advertisement fees and Mr. Walker explained the Lodge Management line item was created for all Lodge related costs, but it can be modified. Director Combs asked about projected repairs and maintenance costs and noted it would need to be increased if the costs are already at \$15,000 for the year and the projected is only \$10,000. Mr. Walker explained certain items like new floors and chairs would be budgeted under capital improvement. The Board directed Mr. Walker to increase the repairs and maintenance budget by 15% due to an increase in the cost of materials and supply and demand issues and separate the capital improvement items. The Board discussed Landscape Maintenance costs and the increase in 2022 landscaping costs for new landscaping items that will be added such as maintenance of the two roundabouts and mowing throughout the community and Kimley-Horn costs. Director Combs noted the \$12,000 for snow removal may be too high. Ms. Kathy Pope submitted an online comment regarding a 15% increase in the cost of materials due to supply chain issues. Mr. James Eisenhart submitted an online comment that there are several other metro areas throughout the neighborhood that need to be incorporated. For the past 3 years the metro land behind many Fox Chase homes has not been mowed or weeded. Ms. Kathy Pope said same for behind Vessey. Director Stauch discussed that the weeds and mowing in those areas need to be considered. President Heeter recommended that they identify the areas with A Cut Above and get a proposal. Director Combs asked about the Insurance costs. Mr. Walker explained the exact quote will be received next month and the budgeted item will be adjusted as needed. Director Combs noted that COVID costs should be included. Mr. Walker suggested they be included in the Lodge supplies line item. The Board discussed the Capital Improvement items and the budgeted amount should be \$50,000 not \$20,000. The HOA chipping program was discussed, and the proposed District share of costs is \$3,000 for 2022. The Board discussed a Capital Reserve Fund included in the budget for next

- year and the importance of adding a long-term projection such as a 5-year projection. Mr. Walker clarified that the District is required to have TABOR reserves which is 3% of expenses.
- f. Moody's Rating: Mr. Walker explained the Moody Rating for bonds was raised based on revenues, and this year the District's rating was raised which is good news for the District.

6. Adjacent Development Proposal Updates:

- a. Flying Horse North: President Heeter explained the joint letter and Civic Engagement Committee with the HOA and District to address the proposed Flying Horse North development that was discussed at the last meeting. After review of the joint agreement, Mr. Walker expressed concerns that the District may be overstepping statutory boundaries. The Board discussed a concern with sending the letter at this time and going on record opposing something that has not been submitted for review. Director Stauch noted there is a benefit to speaking with the County Commissioners to let them know the District is concerned about potential impacts to the community and request that the District be included in discussions. The HOA and Board will work on finalizing the draft letter to the County Commissioners.
- b. Estates at Cathedral Pines: President Heeter discussed the questions the Board had regarding the Estates at Cathedral Pines including where the entrance will be located on Winslow and Mr. Cawlfeld responded that the location has not been determined yet but there will only be one entrance. The second question is regarding the use of the name Cathedral Pines and Mr. Cawlfeld has not responded to that question yet.
- c. Development of Holmes and Black Forest Roads: President Heeter noted this item will be included in the newsletter. There are ongoing proposals to widen both roads in the future.
- d. Discussion on Civic Engagement Committee: The Board discussed the proposed Civic Engagement Committee. See above

7. Lodge Management Update

- a. YTD Update/Projections: Mr. Nichols updated the Board on current Lodge operations. There have been 9 tours this month, 1 resident booking, 5 executed events, and one event rescheduled for next year due to a health concern. Current year to date bookings are 30 events, and 4 remaining events for 2021. Facebook followers have increased from 614 to 651, Instagram followers total 897. Top referral sources are from event professionals, former clients, and social media. Client feedback surveys continue to provide positive feedback with no issues reported. Mr. Nichols noted there is a lot of interest for booking tours for events next Spring. Mr. Nichols recommended a removable gender-neutral restroom sign to accommodate LGBTQ events. Mr. Nichols discussed upcoming community events including a food drive in November and a holiday event on December 9th.
- b. Flooring Replacement Project Update: President Heeter reported they have received three proposals for flooring replacement. The proposals are Commercial Flooring Services for \$23,000, HW Commercial Interiors ranges from \$14,000 to \$22,000, and the United Flooring ranges from \$13,000 to \$21,000. Mr. Nichols requested consideration on a monthly deep cleaning service once the new floors are installed to protect the condition and extend the life of the new floors.

8. Management Matters:

- a. Set meeting dates for 2022, including quarterly evening meeting: There was no discussion.

9. Landscaping Issues:

- a. Cleaning of Millhaven/Vessey roundabout completed: President Heeter thanked the volunteers on the cleanup of Millhaven and Vessey roundabout and complimented that it looks so much better.
- b. Management of roundabouts will be added to Landscaping contracts in 2022: A Cut Above will provide a proposal to mow and maintain the two roundabouts a few times a year for the 2022 contract.
- c. Status of Vessey Ponds: After discussion, President Heeter moved to instruct Mr. Walker to approach the County about getting the two Vessey ponds back into the Metro District; seconded by Director Stauch. Motion passed unanimously.
 - Verification of Ownership in question. Mr. Walker explained the property is owned by the County and originally owned by the District but given back to the developer who then gave it to the County. The drainage plan states the HOA will maintain the ponds, and in the plat, it states the District will own the property. The County has said the District can maintain the property but must follow their environmental rules including coordinating with the Corps of Engineers.
 - Cost of Cattail Cleanup still unresolved. Two companies will provide a proposal to clean up the cattails and debris. Solitude Lake Management that has a division that can remove the cattails and debris and MB Pond and Dredging.
 - Possible Army Corps of Engineers and Migratory Bird Act considerations. Mr. Walker noted communicating and coordinating the Corps of Engineers can be lengthy and challenging in these types of situations. The Board discussed that the District needs to determine what regulations and guidelines must be followed when maintaining the ponds. Ms. Kathy Pope volunteered to assist the committee regarding environmental impact of cleaning the ponds.
- d. Mowing Sides of Roads: President Heeter requested A Cut Above provide a proposal to mow within 6 feet of the road throughout the entire community for the 2022 contract so homeowners will not have to be responsible for the mowing.

10. Long Term Landscaping Plan Updates: Mr. Powell with Kimley-Horn discussed the long-term landscaping plan for the District and requested feedback from the Board on what they want the end goal to be. The Board discussed water usage and replacing the old irrigation system to one that is more efficient as well as getting community feedback on if they want a more landscaped community with flowers or xeriscapes that is low water usage and low impact. The Board discussed adding diversity in trees since there are a lot of ponderosas and improving the walking paths and sidewalks. The Board engaged in discussion regarding the community survey and the importance of providing the community with ideas and options for landscape improvements that they can provide feedback on. Mr. Powell and the Board discussed the primary and secondary areas to focus on as well as different lighting options in the community. The Board noted the community design guidelines and the importance of maintaining the vision for the community.

11. Legal Matters

- a. Adoption of Resolution 2021-10-22: Accepting Insurance through Colorado Special Districts Property and Liability Pool: After review, Director Espenlaub moved to adopt Resolution 2021-10-22: Accepting Insurance through Colorado Special Districts Property and Liability Pool; seconded by Director Stauch. Motion passed unanimously.

12. New Business: President Heeter reported the street sweeper has come through the community twice this year. A few potholes were filled earlier this week within the community and a road works representative will be driving the community this week to determine what else needs to be done.

13. Public Comment: Public comment was discussed during regular agenda items.

14. Other Business: There was no discussion.

Next Regular Board Meeting scheduled for November 16, 2021 at 10:00 A.M. Proposed Budget Hearing.

15. Adjournment: Director Espenlaub moved to adjourn the meeting; seconded by Director Stauch. Motion passed unanimously at 5:38 P.M.

Respectfully Submitted,

DocuSigned by:
Kevin Walker

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By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 27, 2021 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.