



**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD NOVEMBER 16, 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 Tuesday, November 16<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  
Jamie Adams, Warren Management  
Brandon Nichols, Lodge Team  
Jeremy Powell, Kimley-Horn  
Jim Eisenhart (by phone)  
Cathy Kennedy (by phone)

1. Call to Order: President Heeter called the meeting to order at 10:00 AM.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present. There were no additional disclosures made by Board Members

3. Approval of the Agenda: Motion to approve the agenda was made by President Heeter, seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of Board Meeting Minutes – Special meeting on October 27, 2021: Minor corrections were noted by the Board. Director Combs moved to approve the October 27 minutes, seconded by Director Stauch. Motion passed unanimously.

5. Financial Update

- a. Review of Unaudited Financial Statements as of October 31, 2021: Mr. Walker presented the Unaudited Financial Statements as of October 31, 2021. President Heeter moved to approve the Unaudited Financial Statements as of October 31, 2021; seconded by Director Shepherd. Motion

passed unanimously.

- b. Approval of Payables for the Period Ending October 31, 2021: Mr. Walker presented the Payables for the period ending October 31, 2021. Ms. Hardekopf noted three payables that were added this morning. After review, Director Shepherd moved to approve the Payables for the period ending October 31, 2021 including the three additions as presented; seconded by Director Espenlaub. Motion passed unanimously.
- c. Update on Status of FEMA/COVID claim amounts: Mr. Walker noted there were no updates.
- d. Future possibilities for recovery grants/loans: Mr. Walker reported that SDA is sponsoring a hearing about the future possibilities for grants and loans.
- e. Public Hearing on the adoption of a Resolution approving the 2022 Budget: Mr. Walker presented a detailed review of the 2022 Budget. He noted a 14% increase in revenue based on increase in property taxes. After discussion, the Board agreed to change the Lodge Advertising budget line item to \$5,000. Mr. Walker noted a change in the Debt Service, the beginning balance is \$186,000 which includes the interest payment. President Heeter asked when the bond could be refinanced, and Mr. Walker confirmed it could be refinanced in 2025. President Heeter opened the Public Hearing on the 2022 Budget. After no public comment, the Board unanimously moved to close the Public Hearing. Director Stauch recommended that the mill levies are not changed in 2022 to build up the reserves and to help with possible future expenses for infrastructure. The Board discussed the capital improvements budget for 2022 and agreed to increase it to \$60,000. The Board agreed to add \$10,000 for consulting services for the wetlands issue. Director Espenlaub moved to adopt the Resolution approving the 2022 Budget as amended; seconded by Director Shepherd. Motion passed unanimously.
- f. Long term budget review: Ms. Hardekopf presented a long-term budget review and projection. President Heeter requested the percentage change year over year regarding revenue and expenses. Mr. Walker noted this is a work in progress.

#### 6. Adjacent Development Proposal Updates:

- a. Discussion on Civic Engagement Committee: Director Stauch discussed the status of the committee made up of community members and the HOA Board. The District would not take a lead in the Committee in order to stay within the services provided by the District as stated in the Service Plan. The Flying Horse North development proposal was identified as a near term focus of the committee as well as the development proposed by Cathedral Pines resident Gregg Cawlfild south and west of Saxon Hollow adjacent to Cathedral Pines was briefly discussed.

#### 7. Lodge Management Update

- a. YTD Update/Projections: Lina Hoekman Events was not present to give presentation, Director Shepherd gave an update on the projections.
- b. Flooring status – recommendation to be made at December Meeting: President Heeter reported three proposals have been received and a recommendation will be made to the Board at the December meeting.
- c. Status of Soliciting Proposals for Replacing Security Systems at Lodge and Storage Shed: Director Stauch reported that the fire system in the storage shed is working, but four vendors have been contacted for the Lodge. Two vendors assessed the system and said that nothing is wrong with the panel itself and will provide proposals for both the fire and security systems. The Board discussed upgrading the security and video capabilities at the storage shed.
- d. Resident Pricing Discussion/Community Survey: President Heeter discussed the previous community survey comments regarding the Lodge and noted they did not receive a lot of feedback. The Board discussed presenting the pros and cons of the Resident Pricing for the Lodge issue at the Annual Meeting in February and then distributing a survey after to gain

additional feedback from the community. Mr. Walker discussed if the District needs to continue to rent the Lodge out to the public anymore. He explained that in the past, the assessed valuation was not catching up and the mill levy was only 10 mills, but now the assessed valuations have gone up substantially. President Heeter suggested including this option in the discussion at the Annual Meeting. Director Shepherd moved to keep the resident pricing the same for 2022 with a more detailed discussion and recommendation planned for the December Board meeting; seconded by President Heeter. Motion passed unanimously.

- e. Director Shepherd reported the “Festivus” holiday party for the community planned by the HOA and District is scheduled for December 9<sup>th</sup> at the Lodge. Mr. Nichols will be helping manage the event. After discussion, Director Shepherd moved to match the HOA’s contribution of \$500 for the Festivus holiday party; seconded by Director Combs. Motion passed unanimously.

#### 8. Management Matters:

- a. Proposal to increase Homeowner Forum: President Heeter moved to allow 5 minutes instead of 3 minutes for public comment; seconded by Director Shepherd. Motion passed unanimously.
- b. Holiday Decorations – share expense with HOA: President Heeter suggested the Board consider contributing to holiday light decorations. Mr. Walker confirmed that would be an allowable expense because it is community interest. Director Combs moved to consider contributing up to \$1,000 for holiday lighting decorations with the HOA; seconded by Director Shepherd. Motion passed 4-0 with Director Espenlaub abstaining.
- c. Rental of storage shed for 2022: President Heeter discussed the rental of storage shed for 2022. A Cut Above is currently renting the space to store equipment for \$833 per month. The Board discussed security at the storage shed and President Heeter noted that is the only concern A Cut Above has with renting the space. Director Stauch suggested the Board confirm that A Cut Above has renter’s insurance. The Board discussed what the appropriate rental rate would be. Mr. Walker will confirm that the equipment stored outside is covered. Director Shepherd moved to keep the monthly rental rate at \$833 per month with A Cut Above able to add additional security if desired at their expense and outdoor storage will be addressed later; seconded by Director Combs. After further discussion, the Board agreed to hold off on the 2022 rental rate until more details are discussed. Mr. Walker confirmed the outdoor storage is allowed per the rental contract.

#### 9. Landscaping Issues:

- a. Management of roundabouts and other District-owned areas will be added to Landscaping contracts in 2022: President Heeter noted this item is informational for the Board. The Board has not yet received the 2022 landscaping contract from A Cut Above for review. Mr. Walker confirmed there is no requirement or statute to send out proposals for new landscaping companies. Director Stauch suggested the Board decide how often to recompile District contracts. Director Stauch moved to adopt a Resolution that states the District will recompile major contracts every 3 years on an alternating basis. The Board discussed what major contracts are defined as and determined should be based on price \$20,000; seconded by Director Shepherd. Motion passed unanimously.
- b. Status of Vessey Ponds: President Heeter explained the County has responded that the District is able to manage the ponds. The District can also decide to dredge and remove cattails. President Heeter noted that Mr. Atkinson confirmed the ponds have a membrane liner which is more expensive to dredge. Mr. Walker confirmed the County believes the District is responsible for the pond maintenance as well as having the access easement, but the District does not own the ponds. The County recommended the District hire a wetlands or environmental consultant. Ms.

Kennedy asked if an alternative drainage pond could be created in that area to solve the drainage issue for the homeowners without messing with potential wetlands. Director Shepherd explained that anything in that area could be wetlands. Mr. Walker explained there is no danger or concern of the drainage failing and affecting the homeowners. Mr. Walker will work on getting the feedback from the County in writing. The Board discussed the importance of determining if the area is wetlands and if a permit is required.

- c. Director Espenlaub discussed sign posts and moved that the District purchase additional directional signs; seconded by Director Stauch; motion passed unanimously.

#### 10. Legal Matters

- a. Consider adoption for 2022 Annual Administrative Resolution: Mr. Walker presented the 2022 Annual Administrative Resolution. Director Espenlaub moved to adopt the 2022 Annual Administrative Resolution; seconded by Director Stauch. Motion passed unanimously.
- b. Consider Adoption for Resolution Calling Election, 2021-11-16: Mr. Walker presented the Resolution Calling Election, 2021-11-16 and explained the new District Election requirements. Director Shepherd moved to adopt the Resolution Calling Election, 2021-11-16; seconded by Director Espenlaub. Motion passed unanimously.
- c. Consider Adoption for Resolution of the Board of Directors Designating the location of Meetings: Mr. Walker presented the Resolution of the Board of Directors Designating the location of Meetings which is both online and at The Lodge. Director Combs moved to adopt the Resolution of the Board of Directors Designating the location of Meetings; seconded by Director Espenlaub. Motion passed unanimously.
- d. Schedule Meeting Dates for 2022: The Board scheduled the 2022 meeting dates for the third Tuesday of every month at 10:00 AM except for the second month of each quarter when the meeting will be held at 6:00 PM. Director Espenlaub requested that the Board meetings are not rescheduled unless done so at the previous meeting or if a quorum is not present. Director Shepherd moved to reschedule the December 20, 2022 meeting to December 13, 2022; seconded by Director Stauch. Motion passed unanimously.

11. New Business: There was no discussion.

12. Public Comment: There was no public comment.

13. Other Business: Next Regular Board Meeting scheduled for December 21, 2021 at 10:00 A.M. Director Stauch moved to cancel the December 21, 2021 meeting; seconded by Director Espenlaub. Motion passed unanimously.

14. Adjournment: Director Stauch moved to adjourn the meeting; seconded by Director Combs. Motion passed unanimously at 12:55 P.M.

Respectfully Submitted,

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*Kevin Walker*

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By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 16, 2021 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.