

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD JANUARY 18, 2022
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, January 18th 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
Molly Gist, Walker Schooler District Managers
Jamie Adams, Warren Management
Brandon Nichols, Lodge Team
Frank Simmonds, Public
David Getzinger, Public

1. Call to Order: President Heeter called the meeting to order at 10:01 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: Director Ecton would like to add a discussion for the February meeting and Director Stauch agreed with Director Espenlaub. President Heeter would like to re-affirm the Director spending authority. President Heeter would like to address the December meeting was cancelled as no there was no business to discuss. 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 November 16, 2021: President Heeter motioned to table the meeting minutes and Mr. Walker confirmed that he will make the corrections before next meeting, seconded by Director Shepherd. Motion passed unanimously.

5. Financial Update

a. Review of Unaudited Financial Statements as of December 31, 2021: Mr. Walker presented the

Unaudited Financial Statements as of December 31, 2021, Director Combs brought some questions to the Manager and Mrs. Hardekopf confirmed the changes will be made. Director Shepherd moved to approve the Unaudited Financial Statements as of December 31, 2021; seconded by Director Combs. Motion passed unanimously.

- b. Approval of Payables for the Period Ending January 18, 2022: Director Espenlaub moved to approve the Payables for the period ending January 18, 2022; seconded by Director Shepherd. 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 noted there were no updates, we are monitoring.
- e. Increase in Liability Insurance: Director Combs discussed the possible proposal to increase excess liability coverage from \$2 million to \$5 million and this will increase insurance cost by roughly \$900 annually. Director Combs made a motion to add the access policy, seconded by President Heeter. Motion passed unanimously.
- f. Rotation of Annual RFP Process for Metro Contracts: President Heeter and the Board discussed which contracts they would like to have on each rotation for the RFP process. After discussion President Heeter reviewed the agreed schedule to be: Landscaping RFP in 2021 for 2022, Lodge Management RFP in 2022 for 2022 due to Lina Hoekman events resignation from Lodge Management, Property Management RFP in 2023 for 2024, and District Management RFP in 2024 for 2025. They will be set up in Quarter one on a three year cycle. President Heeter made a motion to approve the schedule, seconded by Director Stauch. Motion passed unanimously.

6. Adjacent Development Proposal Updates:

- a. Flying Horse North status: Director Stauch gave an update on Flying Horse north and the joint civic engagement committee. President Heeter asked for an update on the Milam extension. Director Stauch clarified the County wanted to see the Developers plans in the expansion.

7. Lodge Management Update

- a. Director Shepherd and Mr. Nichols brought a cleaning teams proposal to the Board. Cleaning proposal was presented to the Board.
- b. Management for 2022 – RFP’s for 2022: Director Shepherd informed the Board that Lina Hoekman Events sent a 30 day notice of termination for contract. Director Shepherd and Mr. Nichols discussed the plan to obtain new RFP’s and recommended places already interested.
- c. YTD Update/Projections: Lina Hoekman Events was not present to give presentation, Director Shepherd and Mr. Nichols gave an update on the projections.
- d. Status of Expanded Marketing Plan: No update was given at this time.
- e. Flooring status: President Heeter updated the Board on the status of flooring bids.
- f. New Furniture Status: Director Shepherd inquired about new chairs and proposed we wait until a New Lodge Manager is hired. President Heeter would like to continue to look at them and figure out paying before while we can.
- g. Security Systems at Lodge and Storage Shed: Director Stauch discussed the security and fire system with the Board. President Heeter made a motion to approve the with Meridian for fire monitoring, Director Espenlaub seconded. Motion passed unanimously.

8. Landscaping Issues:

- a. Proposed Contract with A Cut Above for 2023: President Heeter reviewed the additional mowing requested and cost to A Cut Above’s contract.
- b. Status of Vessey Ponds: President Heeter discussed the part of the process and status of Vessey pond maintenance and approval process.

- c. Removal of dead trees on Vessey: President Heeter updated that Mrs. Adams is working on getting proposals to remove the dead trees. Mrs. Adams confirmed that they have received one proposal so far.
- d. Watering of Trees on Milam Median: President Heeter asked Mrs. Adams to authorize Tall Timbers to bring watering tanks to water the trees on Milam. Mrs. Adams confirmed they watered those trees yesterday.
- e. Update on Long Term Landscaping Plan Survey: President Heeter gave an update to the Board on the status with meeting with Kimley Horn. Biggest concern will be the broken irrigation system and clearing the ponds on lower Vessey. President Heeter made a suggestion to have Kimley Horn present a survey at the Community meeting for residents to respond. Director Shepherd left the meeting.

9. Management Matter:

- a. February Neighborhood/ Board Meeting: President Heeter discussed changing the possible date for the Annual meeting and Board agreed. President Heeter touched base on wanting Director Combs to cover financial aspects and Directors Stauch to cover some of the HOA conversation. Director Stauch discussed providing food and libations and the board agreed. The Board discussed the length of the meeting and compromised to plan for a meeting duration of ninety minutes.

10. Legal Matters:

There were not legal matters discussed at this time.

11. New Business:

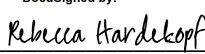
- a. 20th Anniversary Celebration in 2023: There was no discussion on this matter at this time.
- b. Microsoft Teams Participation with HOA: Mr. Simmonds discussed the permission for the Metro District Board members and putting together the Annual Meeting presentation slides.
- c. Elections process for Open Seats: Mr. Walker updated the Board on the election seats and Call for Nominations.
- d. Mr. Walker added an item for the Metropolitan District that Mrs. Hardekopf will be taking over as your new District manager and main point of contact.

12. Public Comment: There was no public comment.

13. Other Business: Next Regular Board Meeting scheduled for February 15, 2022 at 6:00 P.M.

14. Adjournment: Director Stauch moved to adjourn the meeting; seconded by Director Combs. Motion passed unanimously at 1:16 P.M.

Respectfully Submitted,

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By: Rebecca Hardekopf, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 18, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.