

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD FEBRAURY 15, 2022
AT 6:00 P.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, February 15th at 6:00 p.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

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Rebecca Hardekopf, Walker Schooler District Managers
Jamie Adams, Warren Management
Jeremy Powell, Kimley-Horn
Frank Simonds, Public

1. Call to Order: President Heeter called the meeting to order at 6:00 P.M

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

3. Approval of the Agenda: President Heeter would like to add to the Agenda under New Business a discussion on the mailbox break-ins and discussion on officer elections. Mrs. Hardekopf also added an additional payable for Director Espenlaub reimbursements. Motion to approve the agenda with additions was made by Director Combs, seconded by Director Shepherd. Motion passed unanimously.

4. Approval of Board Meeting Minutes – Regular meeting on November 16, 2021 and January 18, 2022: President Heeter requested to correct a couple typos within the November minutes President Heeter motioned to approve the meeting minutes; seconded by Director Shepherd. Motion passed unanimously. President Heeter and Director Espenlaub made corrections to the January minutes. Director Shepherd motioned to approve the January minutes; seconded by Director Espenlaub. Motion passed unanimously.

5. Financial Update

a. Review of Unaudited Financial Statements as of January 31, 2022: Mrs. Hardekopf presented the

Unaudited Financial Statements as of January 31, 2022, Director Combs discussed his additional spreadsheet support to help the Board track expenses better. Director Espenlaub moved to approve the Unaudited Financial Statements as of January 31, 2022; seconded by Director Shepherd. Motion passed unanimously.

- b. Approval of Payables for the Period Ending February 15, 2022: Director Espenlaub moved to approve the Payables for the period ending February 15, 2022; seconded by Director Shepherd. Motion passed unanimously.
- c. Review and consider adoption of the BiggsKofford Engagement Letter: President Heeter moved to approve the engagement letter; seconded by Director Combs. Motion passed unanimously.
- d. Future possibilities for recovery grants/loans: Mr. Walker gave an update on the grant status and coming into focus that the State is getting money and will determine how to manage distributing the money.
- e. Increase in Liability Insurance: President Heeter discussed this item was approved to increase liability coverage from \$2 million to \$5 million and Mr. Walker confirmed their office will be moving forward with getting that addition.

6. Adjacent Development Proposal Updates:

- a. Flying Horse North status: President Heeter discussed Director Stauch's update that the Developer is not requesting the extension of Milam Road, however this can change.

7. Lodge Management Update

- a. Interviews for Lodge Management Status: Director Shepherd discussed how the interviews went for Lodge Management contracts and recommended proceeding with Mrs. Riviezzo with VenQ as their Lodge Manager. Mr. Walker, Mrs. Hardekopf, and Director Shepherd discussed they will meet with Mrs. Riviezzo and discuss in detail the operations on the bookkeeping and accounting side. Director Espenlaub made a motion to accept the contract for Mrs. Riviezzo with VenQ; seconded by Director Shepherd. Motion passed unanimously.
- b. YTD Update/Projections: President Heeter discussed skipping item b since we are in transition with a new Lodge Manager.
- c. Flooring status: President Heeter noted to the Board that you can see the flooring install is complete and Director Espenlaub commented that they will be returning to finish up final touches.
- d. Plans for Curved Wall at Lodge Entrance: President Heeter noted the demolition to the top part of the wall has been completed and recommend the board move forward with applying a granite top to the wall.
- e. New Furniture Status: President Heeter and Director Shepherd discussed waiting on tables and chairs and possibly utilize our new Lodge Manager and their contacts to get better deals. President Heeter noted the eight new high-top tables that he had purchased as addition to the Lodge. This brought up discussion with the board of considering a shed addition near the dumpsters for additional storage of Lodge items.
- f. Deep Cleaning Status: Director Shepherd confirmed with Mrs. Adams that we schedule a deep clean for the upcoming Monday with EE Cleaning.
- g. Security Systems at Lodge and Storage Shed: President Heeter reviewed an update that Director Espenlaub has squared up the barndoors to resolve the false alarms at the shed. President Heeter confirmed that Director Stauch has confirmed the new fire alarm should be getting installed soon, there was more engineering work that had to be done.

8. Landscaping Issues:

- a. Status of Vessey Ponds: Mr. Walker discussed his conversation with a third party vendor to look at the Vessey pond to help determine for the board an analysis of how they can process. Board agreed to have the third party vendor to walk the pond and write that analysis for the District to have record.
- b. Replacement of Flagpole on Central Roundabout: President Heeter requested to have coordination with Mrs. Adams on getting the flagpole removed. Board agreed to move forward with having the flagpole removed and stored in the shed until someone asks for it.
- c. Speed Limit Signs on Community Roads: President Heeter discussed the El Paso County review of speed limit signs and possibly having the District put up additional signs at entrances into the community. Board continued discussion about possible solutions to help slow down vehicles. President Heeter will proceed to discuss with Chuck at the County. Mr. Simonds stated the HOA will help push this issue as well. Mr. Walker confirmed that the Service Plan would allow the District to add additional signs but will need to follow county guidelines.
- d. Update on Long Term Landscaping Plan Survey: Jeremy with Kimley-Horn presented their plan for getting a survey out to residents to get an idea of needed and wanted improvements from residents in the District. President Heeter proposed the board approve the Kimley-Horn contract not to exceed \$7,500 to conduct the survey, knowing the expense could be cheaper. President Heeter made a motion to approve the contract with Kimley-Horn; seconded by Director Combs. Motion passed unanimously.

9. Management Matter:

- a. March Community Update Meeting Review: President Heeter reviewed what he would like from the other Board members participation on the Power Point presentation and their expertise.
- b. Reaffirm Director Spending Authority: Mrs. Hardekopf confirmed for the Board that they had previously approved director spending limit at \$1,500 but they must discuss with the Board Treasurer prior to spending.

10. Legal Matters:

- a. Review and Consider for Adopting Resolution Concerning Contract Bidding and Term Limit Policy: Mrs. Hardekopf explained the resolution and purpose. Director Shepherd moved to approve the Resolution as presented, seconded by President Heeter. Motion passed unanimously.

11. New Business:

- a. 20th Anniversary Celebration in 2023: The board had no discussion at this time.
- b. Microsoft Teams Participation with HOA: President Heeter noted this was already discussed under item 9 a and no further discussion was needed.
- c. Elections process for Open Seats: Mr. Walker updated the Board on the election seats and Call for Nominations. Board had additional discussion on what the election may look like if there are more than 4 candidates.
- d. Election Officers: President Heeter noted to the Board that they had not elected their officers to their terms for 2022. Director Espenlaub made a motion to nominate the Board member officers as; Bill Heeter president, Rick Stauch for Vice President, Kevin Combs as Treasurer, Ecton Espenlaub as Secretary, and Lynn Shepherd as Assistant Secretary. Seconded by President Heeter. Motion passed unanimously.
- e. Break-ins at the Mailboxes: President Heeter informed the board the Director Stauch is taking charge on this item to help resolve this concern.

12. Public Comment:

President Heeter Opened the floor for public comment.

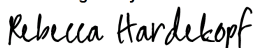
Frank Simonds discussed his progress he has made with Mr. Walker on discussion with the Charter for the joint Civic Engagement Committee and same for joint Civic Communications Committee. Both drafts of these are located in the Microsoft Teams folder for the Board to review. Director Shepherd made a motion to approve the Committees as presented; seconded by Director Combs. Motion passed unanimously.

13. Other Business: Next Regular Board Meeting scheduled for March 15, 2022 at 10:00 AM

14. Adjournment: Director Espenlaub moved to adjourn the meeting; seconded by Director Combs. Motion passed unanimously at 8:10 P.M.

Respectfully Submitted,

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By: E5978168CEE0451 Rebecca Hardekopf, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 15, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.