



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD MARCH 15, 2022
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, March 15th at 10:00 AM, 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
Jeremy Powell, Kimley-Horn
Megan Riviezzo, VenQ
Brandon Nichols, Lodge Team
Bill Kappel, Public
Frank Simonds, Public
Jennifer and Jim Eisenhart, Public

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: Director Shepherd requested discussion under Lodge Management. Director Stauch made a motion to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of Board Meeting Minutes – Special meeting on February 14, 2022, Regular meeting on February 15, 2022, and Special meeting on March 8, 2022: Director Espenlaub moved to approve the February 14, 2022 Meeting Minutes; seconded by Director Shepherd. Motion passed unanimously. Director Shepherd moved to approve the February 15, 2022 Meeting Minutes; seconded by Director Espenlaub. Motion passed unanimously. Director Stauch moved to approve the March 8, 2022 Meeting Minutes; seconded by Director Shepherd. Motion passed unanimously.

5. Financial Update

- a. Review of Unaudited Financial Statements as of February 28, 2022: Ms. Hardekopf presented the Unaudited Financial Statements as of February 28, 2022. She noted the election expense of \$7,900 out of the \$10,000 budgeted. Mr. Walker estimated the election costs will total close to \$20,000. Ms. Hardekopf noted there is a \$10,000 contingency fund but \$1,000 has been spent to cover environmental study consulting costs. Director Combs discussed the budget and monthly adjustments to the financials. He asked specifically about the insurance number. Ms. Hardekopf confirmed the insurance payments is booked once paid. The Board discussed showing the monthly modifications and adjustments that are made on the monthly financial report moving forward. Director Stauch moved to approve the Unaudited Financial Statements as of February 28, 2022 as presented; seconded by Director Espenlaub. Motion passed unanimously.
- b. Approval of Payables for the Period Ending March 15, 2022: Ms. Hardekopf presented the Payables for the period ending March 15, 2022. After review, Director Espenlaub moved to approve the Payables for the period ending March 15, 2022 as presented; seconded by Director Shepherd. Motion passed unanimously.
- c. Future Possibilities for Recovery Grants/Loans, etc.: There was no discussion.
- d. Reserve Study Discussion: Mrs. Adams presented the Reserve Study proposal and options, the Board discussed the Reserve Study and planning for future capital improvements. President Heeter moved to pursue Association Reserves to complete a Reserve Study at the cost of \$2,590 for full study with site visit for the District; seconded by Director Stauch. Motion passed unanimously.

6. Lodge Management Update:

- a. Review and consider for adoption Lodge Management Contract with VenQ: Ms. Riviezzo discussed the Lodge marketing plans. Director Shepherd discussed resident event procedures and proposed providing resident events at the current reasonable rates of \$500 for holidays and peak weekend days and \$250 for off-peak and weekdays. The proposed change of the event process will be a “turn-key” system for residents. An electronic keypad will be installed so they can access the Lodge with a one-time passcode and will be solely responsible for the Lodge and the event as well as cleanup. Residents will have the option to pay extra for a la carte items such as additional cleaning services, and wedding planning services. Ms. Riviezzo discussed goals for 2023 and would like to book 70 high-end paid events. Ms. Riviezzo discussed improvement ideas including an updated wedding arbor, market lit patio, and removal of the logo over the fireplace. The market for wooden chairs has tightened considerably and the initial quote we received was no longer valid. She identified an alternative resource and recommended using the budget for just new chairs and utilizing the existing tables. Another proposed addition for 2023 would be ceremony benches. Director Shepherd discussed the problems with the current security deposit process and proposed adding language to the contract that damages will be charged after the event if applicable. Director Stauch moved to remove the security damage deposit and update the contract as discussed; seconded by Director Combs. Motion passed unanimously.
- b. Update on Lodge Improvements: After review and discussion, Director Espenlaub moved to approve the purchase of new chairs and utilizing the existing tables; seconded by Director Shepherd. Motion passed unanimously. The Board agreed to get proposals for the market lit patio lighting.
- c. Security Systems at Lodge and Storage Shed: Director Shepherd discussed issues with the security system report at the Lodge. She recommended double checking all points of entry before leaving the Lodge.

8. Landscaping Issues:

- a. Status of Vessey Ponds: President Heeter noted the status of the Vessey ponds will also be addressed in the community survey. The District has received approvals from the governmental entities to proceed if the District chooses to proceed.
- b. Speed Limit Signs on Community Roads: President Heeter reported that a County representative drove the community and identified areas where speed limit signs should be posted. The County representative will reach out soon to provide direction on how to move forward with getting the signs installed.
- c. Request for Stop Lights at Milam/ Shoup Intersection: The County Engineering department has a preliminary project to review the intersection and see if additional signage or stoplights are required.
- d. Update on Long-Term Landscaping Plan/Community Survey - Kimley-Horn: Mr. Powell reported the long-term landscaping plan with potential proposed improvements for the community will be distributed to the residents in the next week. The residents will then have time to review before the community meeting on March 31st. Mr. Powell will present a detailed long-term landscaping plan and options regarding the irrigation and Vessey ponds at the community meeting. After the community meeting, the residents will receive the first survey where they can provide feedback on green, hybrid or xeric landscaping for a long-term landscaping plan. The Board discussed wanting to provide many opportunities for the community to receive the information and provide feedback.

9. Management Matters:

- a. March Annual Community Meeting Update: President Heeter discussed the upcoming annual community meeting and noted food trucks will serve dinner.
- b. Review of PowerPoint Presentations for Annual Meeting: President Heeter noted the goal is to keep the meeting at an hour and a half, and recommended presentations be as concise as possible. The Board agreed to meet on March 30th at 2:30 PM to rehearse presentations.
- c. Update for break-ins at the mailboxes: The Board discussed the break-ins at the mailboxes and the option of security cameras with a DVR.

10. Legal Matters:

- a. Review and Accept White Bear Ankele Tanaka & Waldron resignation as Legal Counsel: Mr. Walker stated Mr. Allen sent us his resignation letter and already sent his final invoices. Director Stauch noted to the Board the DEO was changed at the March 8 special meeting. President Heeter moved to accept the White Bear Ankele & Waldron resignation as legal counsel; seconded by Director Stauch. Motion passed unanimously. Mr. Walker will compile a list of new legal counsel options. President Heeter and Director Espenlaub volunteered to interview legal counsel candidates.
- b. Election Process for 2022: Mr. Walker discussed the 2022 Election process. There are two Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) ballots that will be mailed on March 11, 2022 and they have 60 days to return. Ballots will be mailed between April 11th and April 18th to the 375 current electors. Additional Election information can be found on the District's website.

11. New Business:

- a. April Newsletter with Profiles of Candidates: Ms. Hardekopf discussed candidate profiles that will be published in the April Newsletter and on the District's website. Directors Shepherd and Director Combs agreed that if a written statement is received from a candidate stating that they

do not want to provide a profile, then the rest of the profiles can be published to provide transparency.

12. Public Comment:

Mr. Kappel spoke during the agenda items regarding the long-term land scape plan and requested the Board include cost range with the survey options so residents can make a better a better more informed vote. Mr. Powell said that can be done but it would be a broad range due to the possible improvements. Mr. Kappel also inquired about the social media venues the Board will use to advertise the survey. The Board discussed he multiple options they will pursue to get the information out to the residents.

Mrs. Eisenhart spoke during the agenda item for Lodge management ant the resident cost for events at the Lodge. Director Shepherd was able to address the questions and inform Mrs. Eisenhart regarding resident booking and the fees.

13. Other Business: Next Regular Board Meeting scheduled for April 19, 2022, at 10:00 A.M.

- a. Annual Community Meeting scheduled for March 31, 2022, at 6:00 P.M. at the Lodge.

14. Adjournment: Director Espenlaub moved to adjourn the meeting; seconded by Director Combs. Motion passed unanimously at 12:57 P.M.

Respectfully Submitted,

DocuSigned by:

Rebecca Hardekopf

By: 4A4832EF5746405 Rebecca Hardekopf, District Manager

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