



**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD MAY 17, 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, May 17<sup>th</sup> at 6:00 PM, at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter  
Lynn Shepherd  
Ecton Espenlaub  
Rick Stauch  
Debbie Perry

Also in attendance were:

Kevin Walker, Walker Schooler District Managers  
Rebecca Hardekopf, Walker Schooler District Managers  
Jamie Adams, Warren Management  
Megan Riviezzo, VenQ  
Brandon Nichols, Lodge Team  
Kevin Ehlers, Cathedral Pines HOA  
Members of the Public

1. Call to Order: President Heeter called the meeting to order at 6:00 PM.
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: The Board added a discussion item regarding the district credit card. Director Shepherd moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.
4. Approval of Board Meeting Minutes – Regular Meeting on April 19, 2022: After review, Director Stauch moved to approve the April 19, 2022 Board Meeting Minutes; seconded by Director Shepherd. Motion passed unanimously.
5. Oath of Office for Newly Elected Directors: Ms. Hardekopf reported the newly elected directors completed their Oath of Office and were properly submitted to both the State and County for recording prior to the meeting.
6. Appointment for Director's Office: The Board discussed the roles of the officer positions. Ms. Hardekopf and President Heeter both explained the different responsibilities of each role of the Directors. Director Stauch motioned to appoint Mr. Heeter as President, seconded by Director Shepherd. Motion passes unanimously. Director Shepherd motioned to appoint Mr. Stauch as Vice

President, seconded by Director Espenlaub. Motion passes unanimously. Director Shepherd motioned to appoint Mr. Espenlaub as Secretary, seconded by Director Stauch. Motion passes unanimously. Director Espenlaub motioned to appoint Mrs. Perry as Treasurer, seconded by Director Shepherd. Motion passes unanimously. Director Stauch motioned to appoint Mrs. Shepherd as Assistant Secretary, seconded by Director Espenlaub. Motion passes unanimously.

#### 7. Financial Update

- a. Review of Unaudited Financial Statements as of April 30, 2022: Ms. Hardekopf presented the Unaudited Financial Statements as of April 30, 2022. Director Perry had additional questions regarding the Profit and Loss items, answered by Ms. Hardekopf. Mrs. Hardekopf addressed the election expense does not include Mr. Williams DEO invoice as we are still pending. President Heeter asked if we have a good, estimated number that invoice will be. Mr. Walker is thinking the invoice will be in the \$10,000 range. Director Espenlaub moved to approve the Unaudited Financial Statements as of April 30, 2022; seconded by President Heeter. Motion passed unanimously.
- b. Approval of Payables for the Period Ending May 17, 2022: Ms. Hardekopf presented the Payables for the period ending May 17, 2022. Director Perry had questions for clarifications on the vendors the district is paying, answered by Ms. Hardekopf. After review, Director Shepherd moved to approve the Payables as presented; seconded by Director Espenlaub. Motion passed unanimously.
- c. Future Possibilities for Recovery Grants/Loans: President Heeter noted there is still an outstanding reimbursement due from FEMA. Mr. Walker reported the district did not qualify for funds at the moment, for the irrigation landscape improvement, but we will continue to look for grant opportunities.
- d. Reserve Study Update: Ms. Adams reported she has a meeting to discuss a reserve study for the District to help budget for capital improvements.

#### 8. Lodge Management Update:

- a. Current Performance Update: Director Shepherd presented the Lodge Management report and discussed the current performance. She noted that social media engagement is climbing. They are putting together packages for holiday parties for the end of the year. Director Shepherd discussed a marketing event as an opportunity for promotion and vendors to check out the Lodge.
- b. Update on the Lodge Furniture: Director Shepherd reported the chairs are purchased and they are waiting on delivery. There is a possibility to sell the old chairs as well. President Heeter noted to the board that the high-top tables were ordered, and the chair delivery is being scheduled, he may just need some volunteers to help unload.
- c. Update on Patio Lights: Mrs. Adams presented some new quotes for posts to be installed for the lights, the Board discussed post options for patio lights and not liking the current drawing presented. This item is still a work in progress.
- d. Magnolia Sound System Update: Director Shepherd reported that quotes have been received from Magnolia and Best Buy we just need to clarify if they are two separate quotes, two processes, or one.
- e. Fire Alarm Update: Director Stauch discussed the new fire alarm system that was installed last week. There was one false alarm due to a circuit issue that has now been replaced. The Board discussed the installation and directed Director Stauch to reach out and get a quote to move the fire panel to the inside of the room rather than an eye sore on the wall entrance. The Board discussed security and whether to continue doing business with ADT as we reach our annual date to drop out of the contract. Director Shepherd discussed creating a security list of

authorized persons to be kept at the Lodge for the Sheriff to have a reference when alarms go off. President Heeter suggested business cards for Board members and the Board discussed this option. Mr. Walker noted that we can get quotes for that possibility.

- f. Additional Storage Requirements: The Board discussed additional storage required for the new chairs and other event equipment. Director Shepherd discussed selling the large commercial kitchen equipment that is not often used to utilize that space rather than getting a shed installed. Board decided to keep this as a topic of discussion moving forward.

#### 9. Landscaping Issues:

- a. Landscaping Survey – Next Steps: President Heeter discussed the priorities identified by the survey. The Board will discuss the landscaping priorities further at the upcoming meetings for 2023.
- b. Recap of Vessey Ponds Clean-up: Director Espenlaub reported that the Vessey Ponds cleanup was a success, and a lot of work was done. He noted Tall Timbers did additional work that was very helpful, before the work day.
- c. Irrigation Discussion – Current System Plan and RFP Status: Ms. Adams reported she is working on bids for the irrigation system and the RFP has been distributed to multiple companies. She is noticing that several companies are unable to bid mainly because of labor shortages. As of today, she has received feedback from Robertson's and A Cut Above for the irrigation repairs.
- d. Speed Limit Signs on Community Roads: President Heeter reported that he had spoken with Chuck Dionne and was told the speed limit signs cannot be replaced right now due to a labor shortage at the County.
- e. Stocking of Fish in Lodge Ponds: Ms. Adams reported they are having issues with the lower pond water levels due to evaporation. She spoke with the fire department about an option of reversing the flow of the hydrants. Solitude Lake Management provided a proposal for stocking fish in the ponds for \$2,675. President Heeter moved to approve the proposal from Solitude Lake Management for stocking the fish in the ponds pending weather and the ability to fill the ponds; seconded by Director Stauch. Motion passed unanimously.

#### 10. Management Matters:

- a. Update on definition of "Community Events" for Lodge: The Board tabled this item to give the subcommittee additional time to meet.
- b. Participation in Community Chipping Event: The community chipping event is scheduled to start on Monday. The District will not be contributing to the cost of the recycling event, the HOA will be paying for it. Director Espenlaub moved to approve the District will pay for the entire cost of the chipping event instead of sharing the cost with the HOA; seconded by Director Stauch. Motion passed unanimously.
- c. Joint Civic Engagement Committee Update: Director Stauch reported low turnout at the April meeting and there was not a lot of response from Flying Horse North. The committee is working on a presentation for the County Commissioners in regard to the master plan. Director Stauch noted that the town hall scheduled with the County Commissioner candidates was cancelled and they will draft questions for the candidates to answer and will be published.
- d. Credit Card Discussion: President Heeter discussed the need for a District credit card. Ms. Hardekopf discussed potential administrative issues with a credit card including additional management, receipts, and monthly payment times and late fees. She would recommend a set spending limit and autopay to prevent late fees, if the Board chooses to proceed. The Board discussed the pros and cons to setting up a credit card for the Board of Directors. The Board

decided to not pursue getting a credit card and rather provide more detailed notes on the payables for reimbursement to the Board of Directors.

11. Cathedral Pines HOA Update: Mr. Ehlers with the HOA Board provided an update.

12. Legal Matters

- a. Update on Hiring New Legal Counsel: Mr. Walker explained that most of the district law firms are in Denver or affiliated with large corporate firms and may not be a good fit for the District. Mr. Walker noted Jason Downie who works with Pete Susemihl is a local option that may be available. If Mr. Downie is available, Mr. Walker will arrange an interview with the Board.

13. Public Comment: There was no public comment.

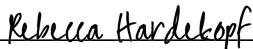
14. Other Business

- a. Dates for Future Meetings: Director Perry brought up her conflicts with the current meeting dates and times. The Board discussed changing the regular scheduled meeting dates and times for future meetings. The Board decided that the Directors will send their availability schedules to Ms. Hardekopf and the Board will work to find a day and time that works for everyone. Until then they will continue their regular scheduled meeting.
- b. Next Regular Board Meeting scheduled for June 21, 2022, at 10:00 AM.

15. Adjournment: Director Espenlaub moved to adjourn the meeting at 8:38 PM; seconded by Director Stauch. Motion passed unanimously.

Respectfully Submitted,

DocuSigned by:



By: ~~Rebecca Hardekopf~~, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 17, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.