



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD JUNE 20, 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 Monday, June 20th 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
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
Braden Hammond, BiggsKofford
Bill Flynn, BiggsKofford
Jordan Johnson, Meridian Fire and Security
Members of the Public

1. Call to Order: President Heeter called the meeting to order at 10:05 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 Stauch requested the Board move up the Fire Alarm Update. Ms. Hardekopf added discussion on the County election and the request to utilize the Lodge as a polling place. Director Stauch moved to approve the Agenda as amended; seconded by Director Shepherd. Motion passed unanimously.

4. Approval of Board Meeting Minutes – Regular Meeting on May 17, 2022: After review, President Heeter made an edit to the additional Chuck Dionne’s last name in Section 9. Director Espenlaub moved to approve the May 17, 2022, Meeting Minutes; seconded by Director Stauch. Motion passed unanimously. The Board agreed to discuss Agenda item 6.d. Fire Alarm Update next.

5. Financial Update

- a. Review and approve the 2021 Audited Financials: Mr. Hammond with BiggsKofford presented the 2021 Audited Financials. After discussion, Director Espenlaub moved to approve the 2021 Audited Financials; seconded by Director Shepherd. Motion passed unanimously. Director Stauch moved to

- add bank access for the Treasurer review the financials and add the segregation of duties for bank statements; seconded by Director Espenlaub. Motion passed unanimously.
- b. Review and Approval of Unaudited Financial Statements as of May 31, 2022: Ms. Hardekopf presented the Unaudited Financial Statements as of May 31, 2022. She noted Event Supplies are over budget. The Board requested detail on event supplies expenses. Ms. Hardekopf noted that Election Expenses and Regular Office Expenses are also over budget, with a big portion due to new State statutes that required additional mailings for the election. The Board discussed that it was difficult to budget for the election this year due to the new statutes. Director Stauch moved to approve the Unaudited Financial Statements as of May 31, 2022; seconded by Director Shepherd. Motion passed unanimously.
 - c. Approval of Payables for the Period Ending June 20, 2022: Ms. Hardekopf presented the Payables for the period ending June 20, 2022. The Board requested that Ms. Hardekopf investigate the internet account and possible cable charges. After review, Director Espenlaub moved to approve the Payables for the period ending June 20, 2022; seconded by Director Stauch. Motion passed unanimously.
 - d. FEMA Funds Update: Mr. Walker reported he received a response from Congressman Lamborn's office and basically FEMA is very behind. Mr. Walker will continue to pursue this item.
 - e. Reserve Study Update: Ms. Adams reported that the Association Reserve is reviewing the numbers to calculate the capital expenses. She expects a full report by the August meeting.

6. Lodge Management Update:

- a. Current Performance Update: Ms. Riviezzo provided a current performance update. Ms. Riviezzo discussed the Colorado Springs Chamber of Commerce would like to host their event at the Lodge in October. She explained it would include 50 different corporate businesses and serve as a way to showcase the Lodge. Food and catering would need to be paid by the District and is estimated at \$3,500. Ms. Riviezzo discussed hosting another potential event in October called Wine Wednesday that would serve as a wedding industry networking event. It would be an opportunity to showcase the Lodge to 150 local event vendors. The cost associated would be an estimated \$1,500. Ms. Riviezzo discussed a ticketed event to bring the community to the Lodge such as a murder mystery night or a Santa holiday event. The Board suggested coordinating a social community event with the HOA. After further discussion, Director Espenlaub moved to approve the Chamber of Commerce event and Wine Wednesday event plus associated costs not to exceed \$4,500; seconded by Director Stauch. Motion passed 4-1 with Director Perry voting against.
- b. Update on Patio Lights: President Heeter reported one bid was received for patio light installation for an estimated \$6,000. Ms. Adams noted the remaining bids should be received soon. Director Espenlaub requested the bids be sent out once received so the Board can vote on them and move forward with the patio light installation.
- c. Magnolia Sound System Update: Ms. Riviezzo noted it has been hard to get a response back from Magnolia.
- d. Fire Alarm Update: The Board reviewed the fire alarm repair options. Jordan Johns with Meridian Fire and Security walked the Board of Directors through the alarm system and proposed set up for smoke detectors. Director Stauch proposed that they offer them \$3,500 to do both the panel and detector. Director Stauch moved to authorize a top limit of \$4,600 for the completion of the fire system including moving the panel and detector; seconded by Director Espenlaub. Motion passed unanimously.
- e. Additional Storage Requirements: The Board discussed needing additional storage space for the Lodge. If the large kitchen equipment is removed, it would provide needed storage space.

- f. Sale of Kitchen Assets: The Board discussed the kitchen assets including the warming oven, commercial refrigerator, residential refrigerator, and commercial freezer. Ms. Hardekopf noted that Districts must sell capital assets at market price, and properly advertise. She recommended consulting with legal counsel. Director Espenlaub moved to proceed with the sale of the commercial refrigerator, commercial freezer, and warming oven; seconded by Director Stauch. Motion passed unanimously.

7. Landscaping Issues:

- a. Milam/ Milhaven Roundabout Clean-up: President Heeter reported the whole area has been cleaned up. The dead tree at the Lodge will be replaced, and the former flagpole area will be seeded and shrubs will be added. He discussed the median mowing and branches left on the ground. President Heeter reported there are broken and missing sprinkler heads, and timers. They will meet with A Cut Above to get proactive.
- b. Milam/ Saxton Intersection Plan: President Heeter discussed the goal is to upgrade the Milam median.
- c. Irrigation Discussion – Current System Plan and RFP Status: President Heeter reported there are more than four companies who are willing to bid on the new system as well as getting recommendations from Kimley-Horn’s Paul Reed on companies out of Denver. The timeline for distributing the RFP is July and reviewed in August or September and presented to the community for review and consideration of approval at the Annual Meeting. Director Shepherd left the meeting.
- d. Update on Speed Limit Signs on Community Roads: President Heeter will meet with Chuck Dionne on Wednesday to look at the speed limit signs. He will also discuss the milling on Milam.
- e. Timing of Stocking of Fish and Pond Levels: Ms. Adams reported they are filling the pond continuously and since it is not circulating, they will wait to stock fish in the Fall.
- f. Recap of Community Chipping Event: Ms. Adams reported the Chipping Event took 5 days and there were 40 participants which is lower than previous years. She noted the cost was higher this year at \$1,200 per day due to the price of gas. The Board discussed investigating if they should cancel the Fall chipping event due to low participation and high cost. They will revisit this discussion in the fall.

8. Management Matters:

- a. Update on Definition of “Community Events” for Lodge: Director Shepherd will report on this at the August meeting.
- b. Update on Business Cards: Ms. Hardekopf reported the business cards are ordered.
- c. Sale of Trailer at Barn: Director Espenlaub noted that Ashley with A Cut Above expressed interest in purchasing the trailer stored at the Shed. Ms. Hardekopf noted to the board she is unsure the District even owns the Trailer. The Board directed her to get confirmation on the ownership and proceed with a sale.
- d. Discuss Status of Bylaws: The Board agreed to discuss and draft new bylaws.

9. Cathedral Pines HOA Update: There was no discussion.

10. Legal Matters

- a. Update on Hiring New Legal Counsel: Mr. Walker reported he has found three local options for legal counsel. Jason Downie with Susemihl, McDermott, & Downie, P.C., Pat Hrbacek with Sparks Willson, and Bob and Laura Gardner with Law Office of Robert S. Gardner. Mr. Walker will set up interviews. President Heeter suggested creating an interview committee.

11. Public Comment: There was no public comment.

12. Other Business

- a. Dates for Future Meetings: President Heeter suggested focusing on specific themes and subjects each month to help with long meetings. The Board rescheduled the meetings for the remainder of the year; August 15th at 6:00 PM, September 12th at 10:00 AM, October 10th at 10:00 AM, November 15th at 6:00 PM, and the December meeting is cancelled.
- b. Request to use Lodge as polling place in County election: Ms. Hardekopf reported the El Paso County Clerk and Recorder's office inquired if they could use the Lodge for elections this year as a polling place. They would need the space for a week, from November 2nd through November 10th. They would be willing to pay a fee for the use of the space. The Board discussed that if the Lodge is available there would be no objection. After further discussion, Director Stauch moved to approve El Paso County's request to use of the Lodge as a polling place for the cost of \$100 per day; seconded by Director Espenlaub. Motion passed unanimously.

13. Adjournment: July 19, 2022 meeting cancelled. Next Board Meeting is scheduled for August 15, 2022 at 6:00 PM. Director Stauch moved to adjourn the meeting at 1:12 PM; seconded by Director Perry. Motion passed unanimously.

Respectfully Submitted,

Rebecca Hardekopf

By: Rebecca Hardekopf, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 20, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.