

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD AUGUST 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 Monday, August 15th 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 (Excused)
Ecton Espenlaub
Rick Stauch (Excused)
Debbie Perry

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Jamie Adams, Warren Management
Members of the Public:
Jennifer Eisenhart
Kristi Correa

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 with Directors Stauch and Shepherd excused. There were no additional disclosures made by Board Members.

3. Approval of the Agenda: President Heeter added four items under 12. Other Business. Discussion on request to merge the HOA and District, liaison for HOA, Board member attendance at community meetings, and HOA community election on revising bylaws. Director Perry moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of Board Meeting Minutes – June 20, 2022 and August 1, 2022: After review, Director Perry moved to approve the June 20, 2022 and August 1, 2022 Meeting Minutes; seconded by Director Espenlaub. Motion passed unanimously.

5. Financial Update

- a. Review and Approval of Unaudited Financial Statements as of July 31, 2022: The Board reviewed the unaudited financial statements. Director Perry requested more detail for Lodge expenses. The Board requested clarification on event supplies and cleaning.
- b. Approval of Payables for the Period Ending August 15, 2022: The Board reviewed the Payables. Director Perry noted tax charged on an invoice by Barnhart that was an error. Director Espenlaub moved to approve the Payables with the exception of tax charged on the Barnhart invoice; seconded by Director Perry. Motion passed unanimously.

- c. FEMA Funds Update: Mr. Walker reported there are no updates on the status of the FEMA funds.
- d. Reserve Study Update: Ms. Adams presented the Reserve Study. Overall, the study shows that the District should be putting \$44,000 into the reserve fund each year. The Board will discuss this item further at the next meeting.
- e. Budget Timetable: President Heeter discussed the upcoming budget season and noted the District will need to revise the 2022 budget. Mr. Walker suggested the Board discuss the 2023 budget in detail at the September meeting and review the draft budget at the October and November meeting. President Heeter noted the Board needs to be thinking about capital expenditures.
- f. Budget Category for Meeting Expenses: Mr. Walker noted there was \$500 in expenses from the Community meeting in March and Ms. Hardekopf suggested creating a budget category for Meeting Expenses.
- g. Grant Timeline for Irrigation: Mr. Walker reported the State has grant funds available starting in January for landscape improvements and replacement for up to 50% in reimbursement. Mr. Walker noted the District would qualify but he does not know the amount yet.

6. Lodge Management Update:

- a. Current Performance Update: The Board agreed to table this item until next month.
- b. Update on Patio Lights: President Heeter reported the company hired for the poles was unable to do the project, but another company is willing to match the price. The poles should be installed by Friday.
- c. Magnolia Sound System Update: President Heeter reported that Magnolia completed the sound system and provided directions. The installation of outdoor speakers is still in progress. President Heeter noted that Mr. Nichols submitted his resignation and will be leaving at the end of November.
- d. Fire Alarm Update: The fire alarm system is completed and functioning correctly.
- e. Sale of Kitchen Assets: The Board has decided to pursue the sale of the heating unit and freezer. Ms. Hardekopf is working on this task.
- f. Blinds for Lodge: Ms. Riviezzo requested blinds for the first floor and bridal and groom rooms. A company will be measuring on Friday so the Board can review quotes.

7. Landscaping Issues:

- a. Milam/ Milhaven Roundabout Clean-up: President Heeter reported he is waiting on a quote to trim the high dead branches off the trees.
- b. Milam/ Saxton Intersection Plan: This item is on hold until the formal landscaping plan is determined.
- c. Irrigation Discussion – Current System Plan and RFP Status: Director Espenlaub reported on the current irrigation system and sprinkler settings. President Heeter discussed the RFP status and reported the RFP final draft is in progress.
- d. Update on Speed Limit Signs on Community Roads and Crosswalk Marking: Mr. Dionne has explained the speed limit signs are delayed due to staffing issues. Director Espenlaub discussed the painted crosswalk markings and requesting new markings after the chip seal next year but not the trail crossing signs.
- e. Timing of Stocking of Fish and Pond Levels: Ms. Adams reported the fish will be stocked in September.
- f. Recap of Community Chipping Event: The Board discussed the chipping event and the expectation of a second event in the Fall.
- g. Decision on Second Chipping Event: Ms. Adams reported the chipping costs are coming in at \$2,100 per day and it will take at least 10 hours with 5 to 10 houses done per day. President Heeter moved to continue with the chipping event this Fall with costs not to exceed \$6,000;

seconded by Director Perry. Motion passed unanimously.

- h. Kimley Horn Additional Expenses Discussion: Director Espenlaub discussed an invoice last month and the only other outstanding invoice is for Paul Reed's time spent on the RFP is for \$800.
- i. Update on Lower Pond: Director Espenlaub reported the liner is exposed over a large area due to cattails that needs to be repaired. Once fixed, place rock on top of the liner. Ms. Adams will reach out to get a cost estimate. Director Espenlaub discussed a valve near the 2" spigot that he found near the lower pond that has a leak that needs to be repaired or replaced eventually but is not urgent.
- j. Monument Lighting: The light on the monument at Vessey and Holmes is not working. The Board agreed to replace the light with a lower wattage bulb.
- k. Lodge well pump: Director Espenlaub discussed the lodge well pump and asked if the Board wants to preauthorize having the well pump replaced if it fails to avoid a delay in repairs and having to call a special meeting. After discussion the board agreed to preauthorize having the well pump replaced if it fails and not to exceed \$12,000.

8. Management Matters:

- a. Update on Definition of "Community Events" for Lodge: The Board agreed to table this discussion until all Directors are present.
- b. Discuss Status of Bylaws: The Board agreed to table this discussion until all Directors are present.

9. Cathedral Pines HOA Update

- a. Discuss resident request for HOA duties coming from Metro: President Heeter explained there was a resident request to discuss the possibility of eliminating the HOA and moving the responsibilities to the District. The request cited another District with a combined HOA and District, but he noted it was established that way from the beginning. The Board discussed the high legal costs of pursuing this and researching it. The Board took no action.

10. Legal Matters

- a. Review Legal Counsel proposals and consider acceptance for New Legal Counsel: The Board discussed the three legal counsel proposals. The Board agreed to postpone the decision and have Ms. Hardekopf poll all Directors independently.

11. Public Comment: Mrs. Jennifer Eisenhart discussed landscaping and grass under the pine trees in the median. She explained that it takes a lot of work to maintain the grass because when the needles fall it makes the soil acidic and the grass does not grow well in those conditions. She asked if the Board would consider having Kimley Horn place pine needles under the pine trees and on the entire median instead of grass. She noted they are an excellent mulch material and help retain moisture for the trees as well as saving water. Director Espenlaub suggested using the slash as well and letting the pine needles fall as well. Ms. Adams will follow up on this item. Mrs. Jennifer Eisenhart also noted the landscapers missed an area behind her property, so she spent three days mowing the area herself. She commented on two noxious weeds that she has found in the community. Ms. Adams will report to A Cut Above.

Mrs. Kristi Correa asked about the District's capital expenditures policy. President Heeter suggested following up with Ms. Hardekopf.

12. Other Business

- a. Streamlining Future Meetings by Focusing Topics: The Board discussed streamlining future

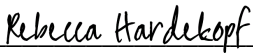
meetings by focusing on specific topics each month. For example, October's meeting is focused on the budget. Another month is focused on the Lodge, etc.

- b. Request to merge the HOA and Metro: There was no additional discussion.
- c. Liaison for HOA: President Heeter discussed having a Board member attend HOA meetings to help facilitate communication and represent the District.
- d. Board Attendance at Community Meetings: The Board discussed having a Board member attend community meetings as a representative of the District.
- e. HOA Community Election on Revising ByLaws: There was no additional discussion.

13. Adjournment: Next Board Meeting is scheduled for September 12, 2022 at 10:00 AM. The Board unanimously adjourned the meeting at 8:13 PM.

Respectfully Submitted,

DocuSigned by:



By: Rebecca Hardekopf, District Manager

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