



**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD SEPTEMBER 12, 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, September 12th 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
Shalece Buchholtz, VenQ
Members of the Public:
James Eisenhart
Heston Liebowitz

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 Perry requested moving the Lodge Management Update ahead of the Financial Update for VenQ's time. Director Espenlaub moved to approve the Agenda as amended; seconded by Director Stauch. Motion passed unanimously.

4. Approval of Board Meeting Minutes – August 15, 2022: Board discussed item 7 -k should be corrected to reflect that the board agreed to a cost not to exceed, no formal motion was taken. After review, Director Espenlaub moved to approve the August 15, 2022 Meeting Minutes as amended; seconded by President Heeter. Motion passed unanimously.

5. Financial Update

- a. Review and Approval of Unaudited Financial Statements as of August 31, 2022: Director Perry reviewed the unaudited financial statements as of August 31, 2022.
- b. Review Detail Expense on Event Supplies versus Cleaning: Ms. Hardekopf provided a review of event supplies versus cleaning. She found two invoices that can be moved over to cleaning from

repairs and maintenance. The Board reviewed an invoice for arbors and agreed to keep it under event supplies.

- c. Approval of Payables for the Period Ending September 13, 2022: Ms. Hardekopf presented the payables for the period ending September 13, 2022. An invoice was added to install the poles for \$750 and the invoice was removed for Handyman Happens. Director Perry requested the invoices be printed out so she can review. President Heeter moved to approve the Payables for the period ending September 13, 2022 with the changes discussed and upon the Treasurer's review and approval; seconded by Director Espenlaub. Motion passed unanimously.
- d. FEMA Funds Update: There was no update.
- e. Reserve Study Update/ Recommendation: Ms. Adams will provide a copy of the Reserve Study and spreadsheet. The Board discussed the recommendation of putting \$44,000 in reserves each year and how that will be kept record of.
- f. Grant Timeline for Irrigation: Ms. Hardekopf reported that the grant applications will open in January.
- g. Budget Timetable: The Board will discuss the budget in detail at October's Board meeting.

6. Lodge Management Update:

- a. Current Performance Update: Ms. Riviezzo provided the current Lodge performance update. Ms. Riviezzo discussed an old phone number and voicemail she did not have access to, and she has updated the information with her phone number. Ms. Riviezzo discussed poor ratings on Yelp due to reviews regarding COVID refunds. She will be requesting reviews from those who had a recent event. Ms. Riviezzo discussed the need for a larger advertising budget and will provide detailed information to the Board in November. Director Perry requested a separate detailed profit and loss report from the past 6 months including all expenses and payments to VenQ. Ms. Hardekopf clarified that will be a report that is done from Walker Schooler's office and not VenQ.
- b. Update on Patio Lights: Director Espenlaub reported on the patio lights and noted the cord was very long so they will be returned for a better option. He also noted the flood lights may no longer be needed.
- c. Magnolia Sound System Update: Ms. Hardekopf and the Board discussed the Magnolia sound system costs was originally quoted at \$46,000 and the Board has already expensed \$24,000. She noted she is unsure if all items paid for have been received. Director Shepherd will take the lead on this item and contact Magnolia to go over the invoices in detail.
- d. Blinds for Lodge: President Heeter presented three quotes for window treatments for the Lodge. The best price is with Costco for \$3,800 but it must be ordered by October 6th for the promotion. After discussion, the Board agreed to table this expense.

7. Landscaping Issues:

- a. Irrigation Discussion – Current System Plan and RFP Status: President Heeter reported the final RFP will be sent out to 8 companies for the irrigation. The plan is to review at the annual meeting in February.
- b. Milam/ Saxton Intersection Plan: President Heeter discussed the island that does not look great due to the water being shut off on Saxton. Xeriscaping the island is an option and would cost \$5,000, but that is on hold until the irrigation plan is decided.
- c. Timing of Stocking of Fish and Pond Levels: Ms. Adams reported the fish will be stocked in October. Director Espenlaub suggested removing cattails from the south water feature and the Board agreed.
- d. Community Chipping Event: The chipping event starts Monday, September 19th. Director Espenlaub requested chipping at the barn and have them spread the chippings on the ground

- around the barn.
- e. Kimley Horn Additional Expenses discussion: President Heeter discussed that Kimley Horn has not yet completed all of the work that has been paid for. Kimley Horn is currently using the community feedback to provide two plans for the District, a general overview of the community to review, and then a more detailed plan for the community to move forward with.
 - f. Update on Lower Pond: The Board discussed the lower pond and how to move forward with the liner. Director Espenlaub suggested covering patches to the liner with a coconut mat and then placing river rock on top of that.
 - g. Monument Lighting: Ms. Adams is contacting a new electrician for the monument lighting and replacement with a lower wattage bulb.
 - h. Lodge well pump: There was no discussion needed.

8. Cathedral Pines HOA Update: The Board discussed the HOA and the latest Flying Horse North proposed development.

9. Legal Matters

- a. Review and Consider Acceptance for New Legal Counsel: After review and discussion of the three legal counsel proposals received, Director Shepherd moved to accept the Gardner Law Firm for new legal counsel; seconded by Director Perry. Motion passed unanimously.

10. Public Comment: There was no public comment.

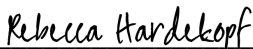
11. Other Business

- a. Director Espenlaub requested an email list of registered voters in the community for District communications. Ms. Hardekopf stated she will clarify if the voter registration list can be used for anything outside of elections.
- b. Future Topic Agenda Timetable
 - i. October: 2022 Budget Revision/ Preliminary 2023 Budget Discussion
 - ii. November: 2023 Budget Approval/ Lodge Objectives Discussion
 - iii. December: No Meeting
 - iv. January: Annual Meeting Discussion

12. Adjournment: Next Board Meeting is scheduled for October 10, 2022 at 10:00 AM. Director Perry moved to adjourn; seconded by Director Stauch. Motion passed unanimously at 12:23 PM.

Respectfully Submitted,

DocuSigned by:



By: Rebecca Hardekopf, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 12, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.