



**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD FEBRUARY 21, 2023  
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, February 21<sup>st</sup> at 6:00 PM, at 13975 Milam Road, Colorado Springs, CO, and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter  
Lynn Shepherd  
Ecton Espenlaub  
Rick Stauch (via online)  
Debbie Perry

Also in attendance were:

Kevin Walker, WSDM District Managers  
Rebecca Harris, WSDM District Managers  
Laura Gardner, Gardner Law Firm  
Jeremy Powell, Kimley-Horn  
Shalece Buchholtz, VenQ

Public in attendance were:

Kristi Correa	Karl Kroeker
Mary Espenlaub	Mike Kunkel
Kevin Ehlers	Chelsea Kunkel
Gwail Ehlers	John Piasecki
James Oneal	Nancy Piasecki
Lori Oneal	Lisa Dulski
Joe Pyle	Alex Wolbrink
Sheryl Pyle	Ben Blalock
Frank Simmonds	Glenn Strebe
Ben Jones	
Kristin Jones	<u>Online attendance:</u>
Trevor Ghee	Bill Kappel
Shona Murray	Patricia Ghee

1. Call to Order: President Heeter called the meeting to order at 6:10 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: Director Espenlaub moved to approve the agenda; seconded by Director Shepherd. Motion passed unanimously.

4. Approval of Board Meeting Minutes – February 20, 2023: Director Shepherd moved to approve the February 20, 2023 Board Meeting Minutes; seconded by Director Espenlaub. Motion passed; 4 yes, 1 abstain by Director Perry.

5. Review and Approval of Payables – For period ending February 21, 2023: Director Espenlaub moved to approve the Payables for period ending February 21, 2023; seconded by President Heeter. Motion passed; 4 yes, 1 abstain by Director Perry.

6. Annual Meeting Presentation: (see enclosed presentation)

President Heeter noted this is the last Annual meeting with Director Shepherd as a Board member. President Heeter spoke about what Director Shepherd has done for the District. She has been a steady force on the Metro Board for years, she stepped in and worked on the Lodge through multiple management changes, she used to get the ADT calls at 2:00 AM when a door blew open. President Heeter added that she was relied on a lot for her experience in venue management. Unfortunately, she is not running for reelection. President Heeter thanked Director Shepherd and presented her with a gift of appreciation.

President Heeter presented the meeting agenda beginning with Metro Board member introductions, roles, and primary areas of responsibility. President Heeter introduced the district managers, WSDM District Managers. He explained that Warren Management is no longer involved in the management of the district, and WSDM will be handling all the responsibilities and management for 2023. He noted cost savings for the district, and better communication by consolidating the management. President Heeter introduced the District Managers, Rebecca Harris and Kevin Walker with WSDM. President Heeter discussed the election issues last year and noted the district hired new legal counsel, Laura Gardner with the Gardner Law Firm. President Heeter introduced the landscape consultant, Jeremy Powell with Kimley-Horn.

President Heeter discussed who does what between the Metro District, HOA, and El Paso County. The Metro District services include operations and maintenance of common areas, Lodge operations, repayment of bonds, secondary source for snow removal with El Paso County having primary responsibility, budget management and bill payment, and management of insurances. President Heeter noted WSDM now handles all these management tasks effective January 1, 2023. Warren Management is still involved in HOA management. President Heeter discussed the HOA services and that they include community activities such as social, forestry health, and HOA annual meeting, HOA budget management and assessment collection including trash, community governance and covenant enforcement, architectural control committee, water augmentation plan monitoring, and insurance management. President Heeter discussed the services provided by El Paso County. The county is responsible for road repairs and maintenance, curbs and gutters, trail repairs and maintenance in conjunction with the district, weed control and drainage along right of ways, and primary snow removal and weed control on county property.

President Heeter discussed 2022 Metro District accomplishments beginning with landscaping. President Heeter discussed the landscaping improvements including expanded areas of mowing, development of long-term landscaping plan, roundabout and entrance cleanups, and tree trimming. President Heeter discussed 2023 landscaping objectives including implementing the first phase of the



long-term landscaping plan, irrigation replacement contract, replace shrubs with native and water efficient plants, develop roadside seedling mitigation program, continue semi-annual chipping program, mistletoe abatement program, and management of all monuments. President Heeter discussed the 2022 Metro District trails and maintenance accomplishments and noted hard work done by Director Espenlaub that has saved the district thousands of dollars. The 2023 trails and maintenance objectives include erosion and weather maintenance, cattail removal on the water feature, repair lower Milam pond liner, and dead tree removal by barn. President Heeter discussed 2022 accomplishments for Lodge Operations. He explained that VenQ was hired in February of 2022. A retainer was paid for the first few months due to low bookings, and then compensation was changed to a commission-based payment. Open houses were held to meet with vendors and introduce the Lodge. President Heeter discussed the bookings shortfall due to management change early in the year, transition out of COVID, bookings take place a year in advance, and phone communication issues. The Lodge improvements include new flooring, resealed exterior wood, upgraded audio system, and more. President Heeter presented a Lodge community usage recap. President Heeter discussed the 2023 Lodge Operational Objectives that include the development of a new lodge management plan, implement management improvement plan, expand marketing plan to include business retreats, new outdoor audio system, and install seasonal decorations to coordinate with the HOA. President Heeter discussed nearby community issues. He discussed Flying Horse North and thanked Nancy Piasecki and Director Stauch for their work on this issue. President Heeter encouraged participation at upcoming meetings regarding Flying Horse North because it greatly impacts the community. Nearby community issues also include the monitored development of The Estates at Cathedral Pines. In 2023, the Board will continue to advocate responsible development of Flying Horse North and monitor The Estates at Cathedral Pines.

President Heeter discussed major issues facing the community such as lack of investment in aesthetics by the developer, implications of irrigation system failure, deterioration of ponds and roads, and impact of traffic changes due to nearby developments. President Heeter discussed the 2022 landscape community survey results. 78% wanted to prioritize the new irrigation system, 57% said no to prioritizing the dredging of Vessey ponds for \$40,000, 29% commented they were willing to spend more for nicer landscaping, and 57 out of 129 preferred a hybrid design. President Heeter discussed the irrigation system and noted as of November 1, 2022, only 2 bids have been received. No additional bids were received due to complexity of project, lack of labor force, and prior commitments. \$200,000 is budgeted for the project, and there are state grants available for water conservation projects and the district is eligible for a \$25,000 grant that has been applied for and will know by April if awarded. There is a second \$25,000 grant which can also be applied for in July. President Heeter discussed the benefits of a new irrigation system including reducing repair costs and leaks, maintain a green entrance to the community, and better technology available. The contract will be selected by March 20<sup>th</sup> and the projected costs are \$200,000 - \$250,000. Construction is anticipated to start in May 2023 and anticipated completion is August 2023. He noted the objective is to have no financing and no additional fees. President Heeter discussed replacing the Kentucky blue grass with a fescue which is more water efficient. Two options are to seed with fescue for \$5,000 or install fescue sod for \$50,000. President Heeter requested feedback from the public regarding the two options. Several Public attended had additional questions that were answered by Mr. Powell. The majority consensus from those in attendance was the community would prefer to pay the extra cost for sod rather than fight with seed. President Heeter noted the Board can be contacted by email if there are additional comments or feedback. He noted the Board will be deciding at the next Board meeting on March 14<sup>th</sup>.

Ms. Harris presented on the upcoming May 2, 2023, Election. She explained the State changed the election cycle to odd number years. There are two open District Board positions that are up for 4-year

terms. Self-Nomination forms are due by February 24<sup>th</sup>, Write-in candidates are due February 27<sup>th</sup> by 5:00 PM. If more nominations are received than seats available, an election will be held. Ms. Harris discussed the requirements to run for a Metro District seat. She explained it is a non-compensated position and is a commitment of 15-20 hours a month. Ms. Harris highlighted the average cost of an election. The estimated election costs for this district are \$25,000 to \$30,000. Last year's election costs were \$28,800 partly due to a change in Designated Election Official during the election. Currently, there are 4 nominations for the 2 open seats. Ms. Gardner discussed the upcoming election and role of the Designated Election Official (DEO).

President Heeter discussed 2022 Metro District financial performance accomplishments. The Board was able to manage and minimize the impact of unexpected expenses of the Board election and irrigation system breakdowns. Shortfalls in projected Lodge rentals were managed by reducing expenses, continuing to build contingency and reserve funds, and funded Lodge improvements through operating budget. President Heeter noted they also continue to pursue the FEMA claim. President Heeter presented the 2023 approved budget versus the 2022 approved budget and 2022 actuals. He noted the Board decided to keep the mill levy the same for 2023 and the Board felt it was in the best interest of the financial health of the District to not lower it. President Heeter discussed the 2023 financial objectives of the District including improved financial performance of the Lodge, exploring special district grants, maintaining the mill levy for 2023, hoping to collect the FEMA claim of roughly \$50,000, and continue to strengthen the contingency and reserve funds.

President Heeter concluded that the Board's goal is to make decisions in the best interest of the community based on resident feedback, economic considerations, and additional research that guides those decisions. The Board asks if there are areas of concern that you would like them to pursue to please reach out. The Board also requests the community sign up for the Metro District email list to receive monthly newsletters, relevant District announcements, and community surveys. President Heeter thanked Ms. Ehlers for taking over the responsibility of the community bulletin board.

7. Public Comment: (due to audio issues, public comment is provided as a summary) President Heeter opened the meeting for questions and answers from the homeowners.

A member of the public asked a question regarding curbs and gutters and what Flying Horse North has versus the District and how that affects snow removal. President Heeter noted that medians and roads are El Paso County responsibility, and curbs and gutters must be approved by them.

A member of the public asked about the email distribution list. President Heeter explained a new Metro District email distribution list needed to be created for the Metro District, and the HOA has their own separate email distribution list. An HOA representative added that they are going to help the Metro build their own email list by getting the sign-up information out on the HOA side.

A member of the public asked about the specific survey comments and President Heeter explained there is no action plan on the specific comment items at this time.

A member of the public asked about the district not providing snow removal and letting the County handle it all, to help reduce costs. Ms. Harris explained feedback received from the community in the past is they did not agree with that, so the District provides the service. President Heeter noted the Board does routinely bid the snow removal contract, along with all other major contracts.

A member of the public asked about the bond structuring. Mr. Walker explained that generally the debt mill levy is set until the bonds are paid off, then the mill levy would go away when the bond is paid off. Ms. Harris explained the maturity date for the bonds is December 1, 2046. The bond information is posted on the homepage of the District website.

A member of the public asked about possible documents the board has adopted that pertain to Board participation. President Heeter explained they are working on a Board Code of Conduct and job responsibilities definition document. In terms of management of the community, other than obiding by state statutes there is nothing.

Mr. Kappel commented he did not hear from Debbie Perry, the Board Treasurer. Mr. Kappel commented that from information he received from Director Perry, it seems that the Lodge has lost a significant amount of money including \$93,000 or so this year alone. He added that residents pay taxes on the Lodge so basically, we are getting double taxation from the loss and we have to pay to use it. Given this and the significance of it and it puts a burden on the community and the fact that there are other options for the Lodge, he asked what would you suggest are some alternatives and other ways we can make the Lodge profitable and more cost effective for each resident. He asked Director Perry if she has any insights on that.

Director Perry clarified Mr. Kappel is asking about the income of the Lodge and that we pay taxes on the Lodge as well as paying to rent the Lodge, and what other options we have for the Lodge. Mr. Kappel said yes and commented that he wants everyone to be informed on what the options are for the Lodge and there is no way to be losing that much money and paying to rent it because that is ridiculous and unacceptable. He added we need to find some other options for the Lodge that work for the community. He would like to hear feedback on what else we can do from Director Perry.

Director Perry said she prepared a presentation for tonight that will answer some of the questions. Director Perry introduced herself and said she has been in the community for two years. She discussed her philosophies on the Board and that she believes in low taxes, low overhead expenses, a beautiful community that's why she purchased a home here. If there is a possible way to accelerate the bond payment she believes in that, and remember they are dealing with tax payer dollars. Ms. Harris commented that since the Board has not been informed of this presentation or participated in this presentation that she has prepared, this will be a presentation given by Debbie Perry as a resident, not of the Board. President Heeter commented that Director Perry was given the opportunity to provide information for the Annual meeting presentation and she did not. President Heeter clarified that the Board has not seen this presentation and the Board does not endorse these numbers and were not involved in this presentation. Director Perry said she did not provide the presentation to the Board previously because she was waiting on numbers from WSDM. President Heeter informed Director Perry that was not accurate.

Ms. Perry said she did an analysis of the general fund balance for the last 9 years from audited numbers except for 2022. In 2014, the general fund balance was negative \$125,000. Through 2021, the general fund balance went up to \$220,000 and she thinks it will go down a little for 2022, but the final number will come out with the audit. She commented that it has taken 9 years to grow a strong fund balance, so we need to keep that in mind it takes a while. Ms. Perry said she stood for trying to reduce the tax burden and will keep standing for that as Treasurer because she does believe in low taxes. She said they need to exercise caution in expending our fund balance. Ms. Perry said she did propose a mill levy reduction and she wasn't successful but will continue to keep pushing for that

because she believes the fund balance is very high and the district can function with in their means. Ms. Perry said she proposes they reduce it from 19 mills to 15 mills which would have everyone's taxes, just different amounts based on valuation. Ms. Perry said there is a general fund and debt service fund and noted the Lodge rental income was \$49,951 last year and some of the income was from ourselves, so we are getting double taxed where we are paying taxes for the Lodge to pay off the bond and also paying to rent the Lodge. She said we need to look at that and even if we did bring in \$115,000, we still break even. She commented we need to think about that and do we want to keep double taxing ourselves to the Lodge. She asked do we want to use the Lodge without paying for it? She asked do we want to keep expending all this time to keep trying to rent it out to break even? What do we want to do with the Lodge, and I think it is really important to think about that. Ms. Perry said the loss she shows doesn't even include everything because she just included direct expenses. She said it also shows that we spent the whole general fund balance in 2022. Ms. Perry asked do we want to continue to be double taxed? Director Shepherd asked how are we being double taxed? Mr. Walker explained it is not a double taxation and defined what double taxation is. Mr. Walker clarified there's a tax collected for all Operations and Maintenance and then there is a fee collected for a service being provided, this is not being double taxed, but people get that confused.

A member of the public asked if Ms. Perry has surveyed the community about what they want and what due diligence she has completed and shared with the community on the Lodge. The community member added that Ms. Perry's presentation is by her, a community member, not as a Board member and is being sprung on us tonight. Ms. Perry said she would have liked to put what to do with the Lodge on the May ballot. She said that she has faced a few challenges in getting some things done that she would like to do. Ms. Perry added that if we do this landscaping project that takes our fund balance. Ms. Perry said if we want to rent the Lodge, we have to pay for it again.

Ms. Perry commented on sprinklers and that she knows we voted for green, but we voted for that before we had numbers and she gets concerned spending the fund balance because it takes a long time to accumulate that. She said she would love for the community to vote on that and not just the Board. President Heeter confirmed the community did give input on that based on a price range at the meeting last year. Ms. Perry said she would love to see it on a ballot and go to everyone not just those at the meeting. She said that is just her opinion. She asked if they want to have a green entryway when they are fighting Flying Horse North and water and the HOA is being really careful with water. She said she strongly believes, in making financial decisions on the community and would like it on the ballot and an official vote.

President Heeter noted that she has had a lot more time for this presentation than other public members are allowed.

Frank Simonds commented that this discussion about the Lodge, which sounds like selling, is not something you just slap on a ballot and there is a lot of homework that needs to be done before bringing this to the community.

Mr. Kappel believes the general fund mill levy is an optional amount that we tax ourselves and that we can decide based on community feedback. He said given this why would we not lower the general fund mill levy to a lower amount and that we tax ourselves less. He said he would like to hear from each of the Board members why they would voluntarily tax ourselves higher than we need to be. Mr. Kappel said he would like to hear each individual answer and make sure it is recorded as to why the

Board did 19 mills on the general fund mill levy especially when our bond mill levy already funds the bond repayments.

Director Shepherd said when the mill levy was discussed and Director Perry made a really good argument for potentially lowering the general fund mill levy for 2023 budget year, and having served on this Board for as many years as I have and having lived through untold numbers of large ticket items and blindside projects that come up like having to replace entire culverts, digging up 20' of dirt to get to a valve that should probably only be 3' underground – there is so much deferred maintenance that was never handled. She said her feeling was that knowing we have this irrigation project that the community was passionate about in the survey, and keeping that area done it was her personal belief that for at least 2023 we were better served to maintain that mill levy and have the money there because the \$200,000 doesn't include the pump that is going to go out on Mill Haven or what other random thing that may break this year. It was based on her experience and that we are 20 years into this community and things are breaking and it is expensive, and not really built right in the first place. It was based solely and exclusively on her experience knowing that it is going to come. She noted that if we were in a position where we got our projects done and in the same position we were in this Fall, I would vote to lower the mill levy but I felt we had some really big projects on the horizon for this year that need to be properly funded.

Director Espenlaub commented that he also voted to maintain the mill levy. He gave an example that when he goes on a hike he doesn't want to carry a lot of weight on his back, but if I am going out in the cold weather I will be carrying things I might need. Yes, it would be nice to lower the mill levy but as a Board and we get an unexpected expense, and we are down to \$0 there is nothing we can do. He said I think it is fiscally irresponsible to be skating right on the edge so that if there is any problem and as Director Shepherd pointed out there are problems coming up. That is one of the reasons we voted to try and replace the landscaping because spending \$20,000 to \$30,000 consistently year after year to just repair and get another band aid it is not going to end and will get worse. Sometimes it is better to take the hit and spend the money so that we have a system that will last 20 years without massive expenses. Director Espenlaub noted that when he was new on the Board as Treasurer, the County was reassessing the property and we realized we were getting a windfall. We did reduce the mill levy so that we didn't take excess money from residents. In this case, I think that reducing the mill levy would put us at risk of severe financial problems and I didn't think that was a fiscally responsible plan to take.

President Heeter commented that his perspective is that the economy in the next few years is going to take a nosedive and if we reduce the mill levy now and the economy goes down then that means our property taxes go down and what revenue we get from the property taxes go down as well. He said my feeling is that we keep the mill levy where it should be and where its at right now. President Heeter asked Mr. Kappel what they should cut from the budget to lower the mill levy. Mr. Kappel said he wants to hear from the other Board members first and then will provide his response.

President Heeter noted that Mr. Kappel has already used way more than the allotted 3 minutes and requested he provide his response quickly. Mr. Kappel commented that he thinks there should be a balance in the way funds are spent, each individual homeowner has a better idea on how they want to spend their personal funds versus the Board deciding for them, he thinks that 19 mills is way too high for the general fund, and if we need to deal with a special assessment later on that is much easier to deal with later on. He said the Lodge is ridiculous and we should not be losing money on the Lodge. He said he can go on and on but those are the general reasoning. Mr. Kappel said that he is glad that

President Heeter disagrees with him, and that President Heeter is not a financial planner, and he doesn't know what is going to happen in the next few years with the economy. President Heeter noted that special districts are not allowed to give a special assessment so that is not a viable alternative.

Ms. Harris noted they will come back to Mr. Kappel if there are no other questions from the public.

A member of the public discussed the independent auditor's report and that they recommended the Board have reserves and the only way to have reserves is to keep the mill levy at 19 mills. Despite the recommendation from the auditor to have the reserves, it was proposed that the mill levy be reduced to 15 mills which meant no reserves. He asked Director Perry if she disagrees with the Auditor on reserves. Director Perry commented that she is not saying no reserves but change the spending so we can cut the mill levy, she strongly believes in reserves.

Director Shepherd commented that she wanted to remind everyone about the Kimley-Horn presentation regarding the irrigation that the system is so shot that even if you put in xeric it would still need to be redone. There were a lot of conversations last year, and previous years, about this large expenditure and in her opinion, the survey results show that people wanted to invest the money in the irrigation.

A member of the public comment regarding 2023 booked events (audio issues). Director Shepherd discussed that there are more resident events and community use out of the Lodge. She noted the Lodge is very competitive on pricing and now it is about getting our name out and if the marketing plan moves forward the business clients will be impacted first. She discussed the Lodge strategy of separating marketing and management. Marketing will be a month to month contract with a 30 day notice to terminate if it doesn't work out, and they are still working out the management contract. She noted special districts cannot commit to any contracts outside of the budget year.

A member of the public asked about the audio system. President Heeter confirmed everything works and there is a contract with IT.

Mr. Kappel said he appreciated all the detailed responses and there is nothing personal with these questions. He just wants as much information as possible and wished more of the community would be here to participate. He commented that it is unfortunate that elections cost so much but guess what elections do have consequences and it is a democratic system and we all should have input. He asked Director Perry about more information provided about the cost and other options available for landscaping. He said he was disappointed there were only 2 bids for irrigation and wishes there were more. He asked what other information can be provided to the community so the community as a whole can make better decisions on the irrigation plans, landscaping plans, and phases going forward. He said that obviously some of the board members currently part of this process are not going to be involved in the phase 2 and 3 processes but what is decided now will affect the entire community going forward. He asked this question specifically to Director Perry and said the rest of the Board can chime in as needed. What other options or suggestions do you have for the landscaping process to reduce costs for the overall community? He said he wants to know all of the options available and he commented he has not heard much from Debbie Perry and wants to hear her options first on landscaping and will hear the rest of the Board's input after Debbie responds. Director Perry said the only cost we have is for the one option and she would love to get other costs for other options but we don't have those and we don't have any costs beyond the initial irrigation costs. Ms. Harris explained there is only one cost option that is being presented to the community because of the survey results

and that is the route the majority of the community wanted to go. That is why none of the other cost options were researched. Mr. Kappel commented that this is a huge decision for the community going forward and to get as much information as possible would be great. Ms. Harris noted the Board can discuss this at the next meeting.

Mr. Kappel noted he will be meeting with FEMA tomorrow and would be happy to ask them any questions. He thanked everyone for their time and effort and information.

Director Shepherd thanked the Board and commented it has been her pleasure and honor to work with them.

8. Adjournment: Director Espenlaub moved to adjourn; seconded by Director Shepherd. Motion passed unanimously at 8:20 PM.

Respectfully Submitted,

*Rebecca Harris*

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 21, 2023, MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.





February 21, 2023

Welcome to the Cathedral Pines Metro District Board's  
Second Annual Resident Meeting!



# Agenda

- ◆ **Introductions**
  - ◆ Current Metro District Board Members and Guests
  - ◆ Who Does What?
    - ◆ Metro/HOA/El Paso County
- ◆ **Board Accomplishments in 2022 by Area of Responsibility**
- ◆ **Board Objectives for 2023**
- ◆ **Long Term Strategic Issues for Community**
- ◆ **Nearby Community Update**
- ◆ **Board Member Openings/Election Process**
- ◆ **Financial Report**
- ◆ **Open Forum**
- ◆ **Adjournment**





# Metro District Board of Directors 2022/23

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Bill Heeter - President (May 2023)

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Rick Stauch- Vice President (May 2025)

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Debbie Perry -Treasurer (May 2025)

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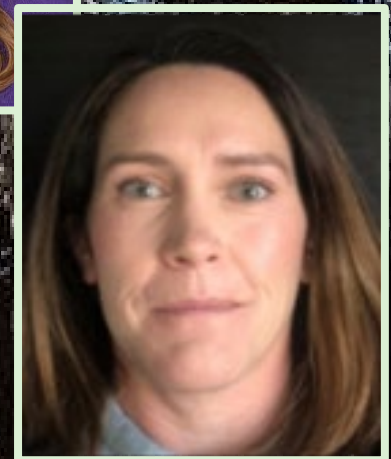
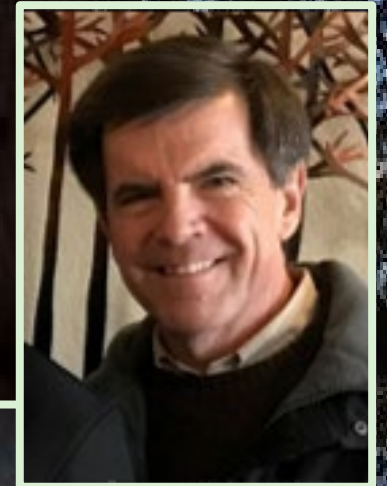
Ecton Espenlaub - Secretary (May 2025)

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Lynn Shepherd – At Large (May 2023)

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(Dates in parentheses show year of term expiration)





# Metro District Board of Directors 2022/23

## Primary Areas of Responsibility

- Bill Heeter – General Board Management, Landscaping, Newsletter, Special Projects
- Rick Stauch – Joint Community Engagement Committee, Special Projects
- Debbie Perry – Financial Reporting, Bonds, Payables
- Ecton Espenlaub – Trails, General Maintenance
- Lynn Shepherd – Lodge Operations





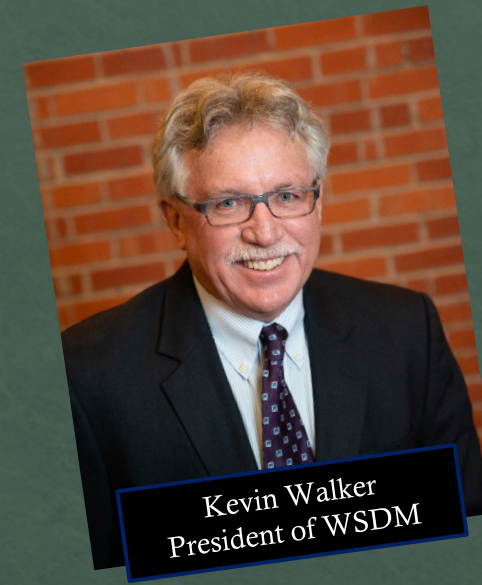
# The Walker-Schooler District Management Team

## Primary Responsibilities

- Public Reporting: Agendas, Minutes, Meeting Dates, Board Resolutions
- Governmental Policy Guidance and Reporting
- Legal Liaison
- Budgeting and Financial Reporting, including External Audit Management
- Assistance with all Agreements, RFPs and Grant Applications
- Accounting and Bookkeeping services
- Official Custodian of Records

## New 2023 added Responsibilities

- Day-to-day Community Operations (Landscaping, Repairs & Maintenance)
- Communications with Service Providers, Lodge Management
- Project Execution and Follow-up



Kevin Walker  
President of WSDM



Rebecca Harris  
District Manager

## WSDM - Contact Information

Phone: 719-447-1777

Email: [Rebecca.H@wsdistricts.co](mailto:Rebecca.H@wsdistricts.co)

Website: [wsdistricts.co](https://wsdistricts.co)





# Who Does What?

## Metro District Services Include:

- ◆ **Operations and maintenance of the common areas**, landscaping, medians, ponds, trails (in conjunction with El Paso County), mailbox area, and Vessey storage shed
- ◆ **Lodge Operations**; interior and exterior maintenance including landscaping, parking, and snow removal; Lodge rentals, financial performance and capital improvements
- ◆ **Repayment of bonds** for initial infrastructure and improvements with property tax revenue
- ◆ Secondary responsibility for **snow removal** on Cathedral Pines (first pass)
- ◆ Metro District **budget management and bill payment**
- ◆ **Manage insurances** for Property & Liability, as well as Board of Directors coverage
- ◆ **All Metro District tasks consolidated under WSDM – District Managers** effective this January 1, improving communication and reducing management costs



# Who Does What?

## Homeowners Association Services Include:

- ◇ Community Activities, including Social, Forestry Health, and Conducting Annual Homeowners Association Meeting
- ◇ HOA Budget Management/Assessment Collection
  - ◇ Invoice verification/monthly financial reporting
  - ◇ Trash Collection Management
- ◇ Community Governance/Covenant Resolution
  - ◇ Fine/Lien Authority
- ◇ Architectural Control Committee
- ◇ Water Augmentation Plan Monitoring, including collection of well readings for the State Water District  
(Due annually each October 31<sup>st</sup>)
- ◇ Insurance for Liability, Directors & Officers; and Property for Monuments

[portal.warrenmgmt.com](http://portal.warrenmgmt.com)

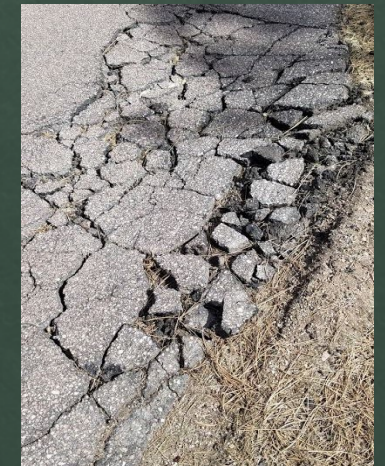
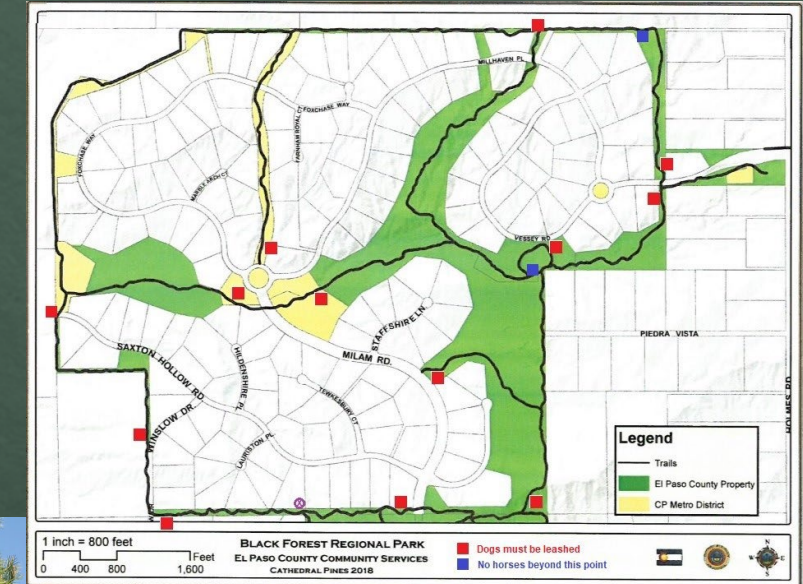




# Who Does What?

## El Paso County is responsible for:

- ◆ Roads – Repairs and Maintenance
- ◆ Curbs/Gutters- Repairs and Maintenance
- ◆ Trail System Repairs and Maintenance (in conjunction with Metro District)
- ◆ Weed Control Along Right of Ways
- ◆ Drainage Along Right of Ways
- ◆ Primary Responsibility for Snow Removal on CP roads
- ◆ Weed Control on County Properties





# 2022 Metro District Accomplishments

## ◆ Landscaping

- Expanded areas of mowing
  - Roadsides
  - Lower Vessey Pond Area
  - NE area adjacent to Flying Horse North
- Development of Long-Term Landscaping Plan approved by residents in Spring survey
- Based upon community survey, developed irrigation system replacement plan; solicited bids and vetted contractors
- Roundabouts clean-up
- Assumption of full responsibility for both Spring & Fall chipping program
- Winslow entrance clean-up
- Tree trimming along Milam Road

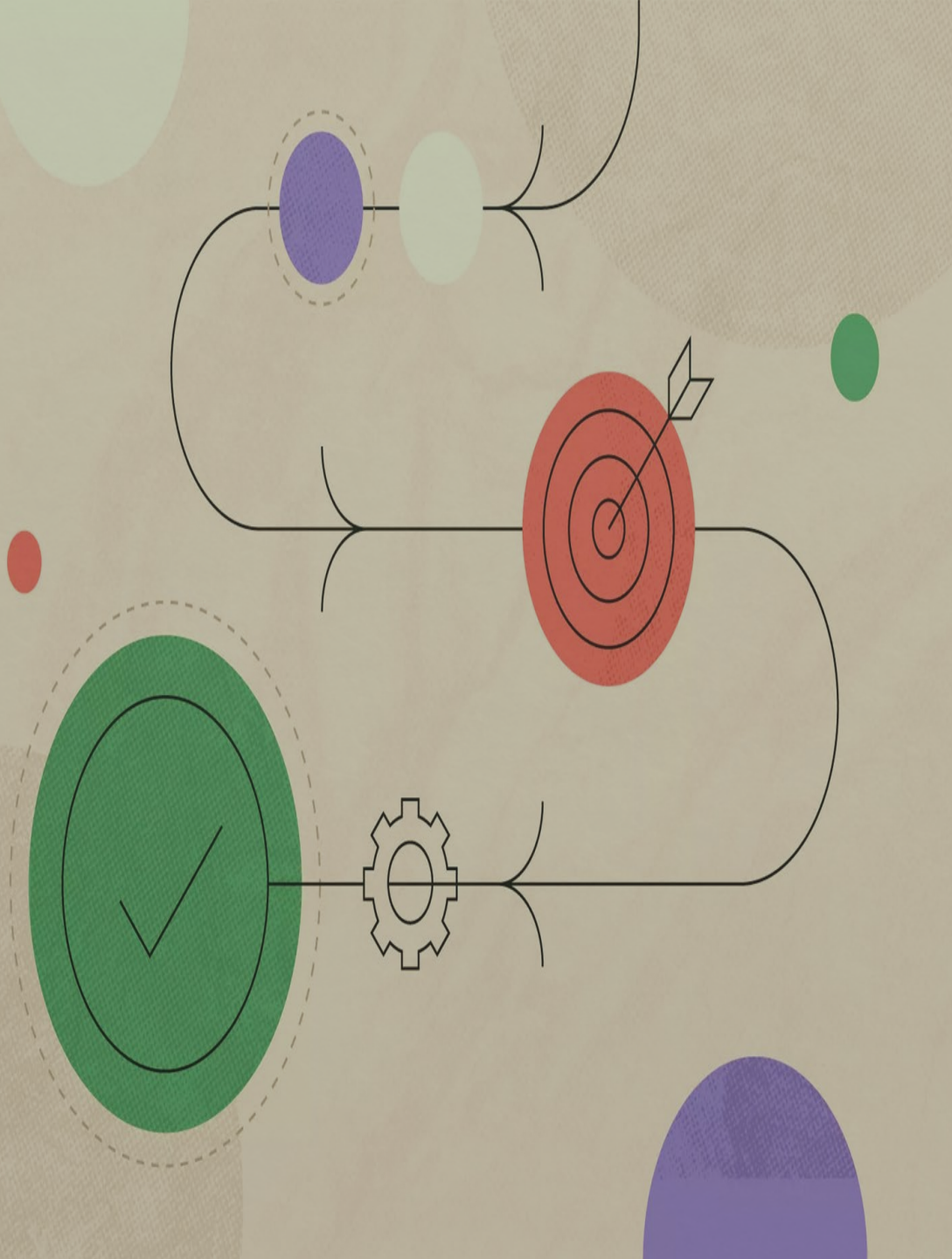




# 2023 Metro District Objectives

## ◆ Landscaping

- Implement first phase of long-term landscaping plan per Spring 2022 resident survey
- Award contract for replacing Milam irrigation; oversee completion of project
- Replace shrubs on Milam with native, less water-dependent varieties
- Develop roadside seedling mitigation program
- Continue sponsorship of semi-annual chipping program
- Develop mistletoe abatement program
- Assume management of all three entrance monuments from HOA





# 2022 Metro District Accomplishments

## ◆ Trails and Maintenance

- Three re-routes on interior trails
- Created a new connecting trail from Saxton Hollow East
- Weed Reduction north of Vessey
- Removed dead trees
- Repaired inflow of water to lower Milam pond to restore water levels

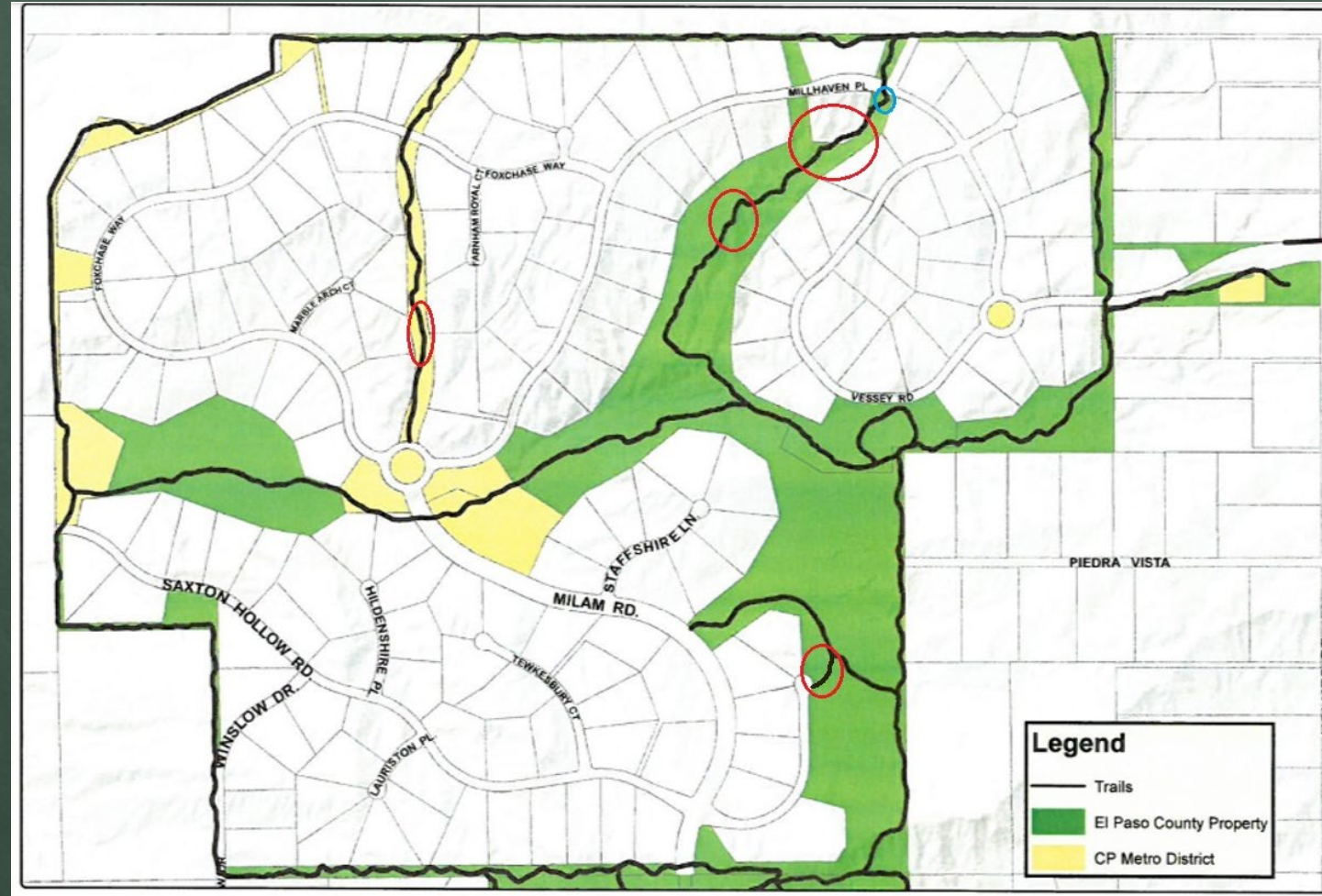




# 2023 Metro District Objectives

## ◆ Trails and Maintenance

- Erosion repair south of Millhaven
- Erosion and weather maintenance
- Remove cattails from the top of the north water feature
- Repair lower Milam pond liner
- Remove dead trees near the barn





# 2023 Metro District Accomplishments

## ◆ Lodge Operations

- Interviewed and hired new Lodge Management Company (VenQ) in February '22
- Conducted mid-year open house for suppliers, renters
- Developed marketing plan for 2023 implementation
- Held late-year open house for Colorado Springs Chamber of Commerce
- Causes of bookings shortfall vs. budget;
  - Management change early in year
  - Transition out of COVID
  - Bookings take place year in advance  
(result of 2022 bookings seen in 2023)
  - Phone communications issues

(continued)





# 2022 Metro District Accomplishments

## ◆ Lodge Improvements

- Replaced flooring
- Resealed exterior wood
- Removed entrance wall; installed new countertop
- Installed patio lights on rear patio
- Purchased new chairs to replace plastic
- Replaced broken ice machine with like-new
- Replaced security and fire alarm systems
- Upgraded audio system within Lodge
- Sold kitchen appliances and plastic chairs; proceeds returned to budget





# 2022 Lodge Community Usage Recap\*

◆ Metro Board Meetings	10
◆ Support for HOA Events:	
➤ HOA Governance Meetings	11
➤ HOA/ACC Board Meetings	18
➤ Joint Comm. Engagement	5
➤ HOA Poker Night	5
➤ HOA Bunko	7
➤ HOA Family Movie Night	1
➤ Recycling Event	1
➤ Trick or Treat Event	1
◆ Resident Private Events	15
◆ Resident-Sponsored Comm. Events	4





# 2023 Metro District Objectives

## ◆ Lodge Operational Objectives

- Develop New Lodge Management Plan; division of responsibilities:
  - Bookings Manager
  - Hire External Professional Marketing Company
- Implement Management Improvement Plan
- Expand Marketing Plan to Include Business/Retreats
- Complete installation of new audio system on rear deck (noise suppressed for neighbors)
- Install seasonal decorations to coordinate with  
HOA



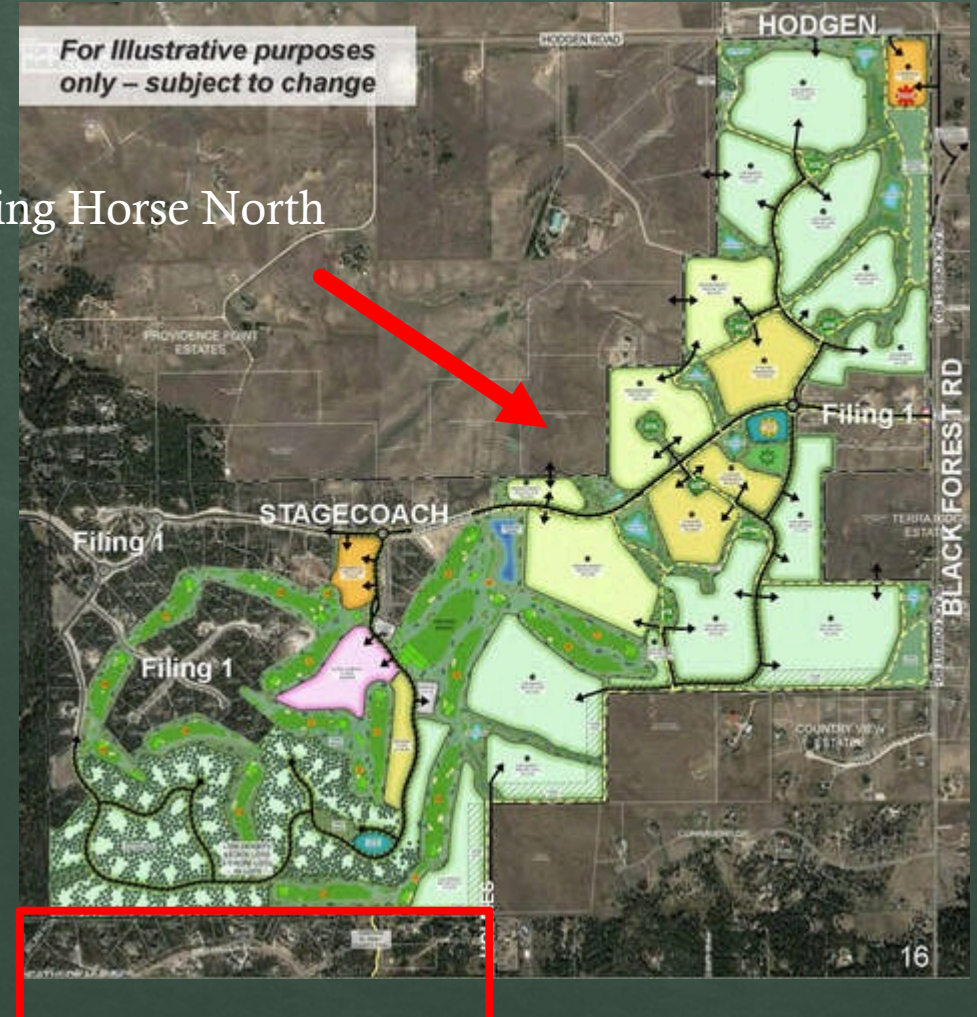


# 2022 Metro District Accomplishments

## ◆ Nearby Community Issues

- Flying Horse North
  - Approved sketch plan
    - Average density of 0.9 acres per residence
    - 225 Room luxury hotel with 50 golf casitas/flats
  - Communication and Representation Before County
    - Planning Commission Presentation
    - Board of County Commissioners Presentation
    - Adjacent Community Meetings
- Monitored development of The Estates at Cathedral Pines

Flying Horse North



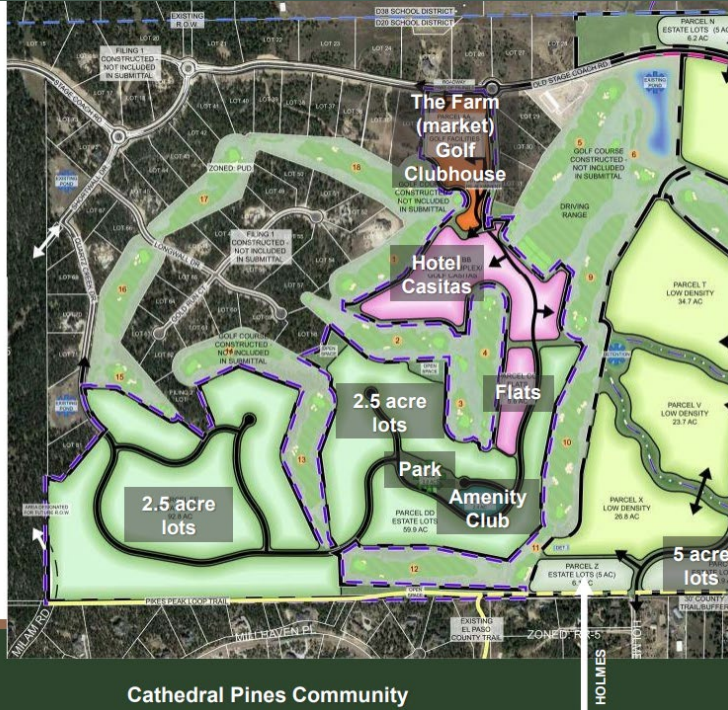
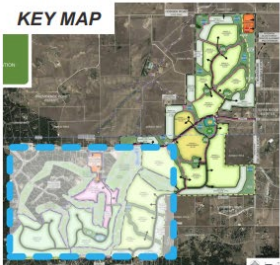


# 2023 Metro District Objectives

## **SOUTHWEST AREA**

- New Golf Clubhouse
- Luxury resort hotel & casitas
- Branded Flats
- Estate Amenity Club
- 2.5 acre lots adjacent to Cathedral Pines
- 5 acre lots along southeast perimeter

### KEY MAP



## ◆ Continue to Advocate Responsible Development of Flying Horse North

- Provide opposing presentations at all future county hearings
- Continue to press for average density of 2.5 acres per house
- Responsible use of water resources
- Adequate traffic controls

## ◆ Estates at Cathedral Pines

- 35 Acre parcel west of Winslow, south of Saxton Hollow
- Total of 8 lots, each 4.25 acres
- Average size of homes between 6,500 sf – 10,000 sf
- Prices between \$4 - \$7 Million, including lot and full landscape package
- Gifting easement on east side of development to continue Black Forest Regional Trail System
- Presale of lots to begin in the next 60 days
- Ground-breaking for infrastructure as early as June 2023

Presented at their September 2022 Presentation

[https://www.flyinghorsecolorado.com/uploads/1/0/5/2/105273605/neighborhood\\_meeting-9-8-22\\_final.pdf](https://www.flyinghorsecolorado.com/uploads/1/0/5/2/105273605/neighborhood_meeting-9-8-22_final.pdf)





## Long Term Strategic Issues for Our Community

## Major Issues Facing the Community

- Lack of investment in environment and aesthetics to maintain upscale environment
- Implications of irrigation system failure
- Deterioration of ponds on lower Vessey from original condition
- Road conditions deteriorating
- Impact of traffic changes due to nearby developments/effects on entrances into community
- **Key Question: What do we want our community to look like 10-20 years from now?**







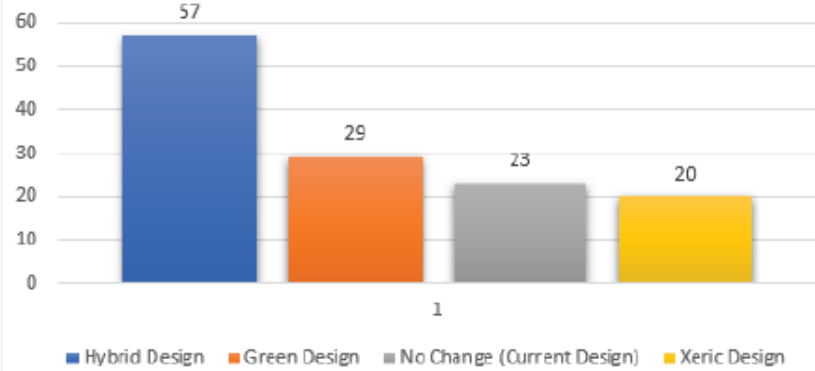
## Long Term Strategic Issues for Our Community

## The Process

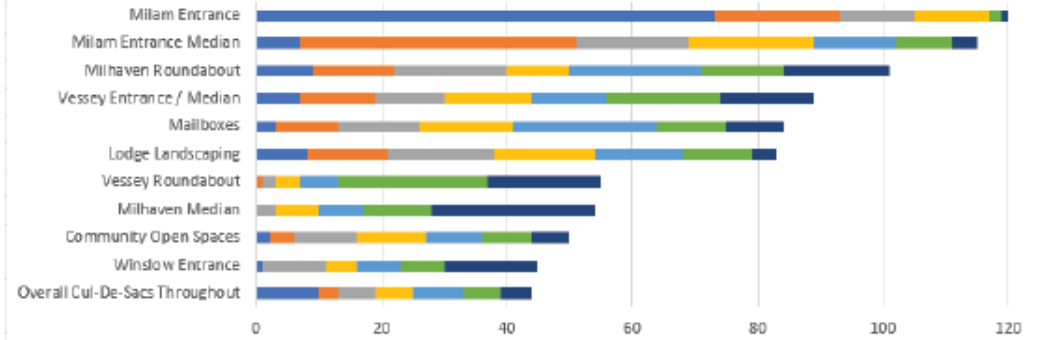
- Preliminary Landscape Design Plan options presented at 2022 Annual Meeting for community feedback and voted upon by residents in Spring 2022 survey
- Options presented included areas of primary focus, projects to be pursued, and what type of landscaping design (i.e., “green,” hybrid, or xeric) was desired for future landscape implementation
- Electronic survey designed and executed by Landscape Design Consultants Kimley-Horn



## WHICH DESIGN LEVEL DO YOU PREFER FOR THE COMMUNITY?

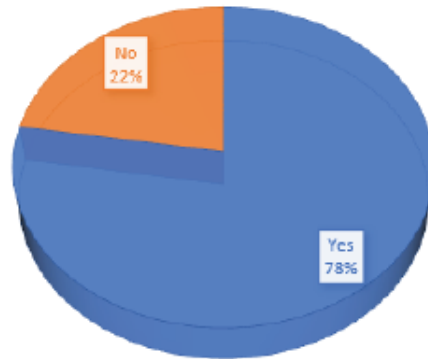


## RANK THE MOST IMPORTANT AREAS FOR UPDATES AND IMPROVEMENTS BY CLICKING AND DRAGGING THE AREAS IN ORDER FROM MOST IMPORTANT AT THE TOP AND LEAST IMPORTANT AT THE BOTTOM

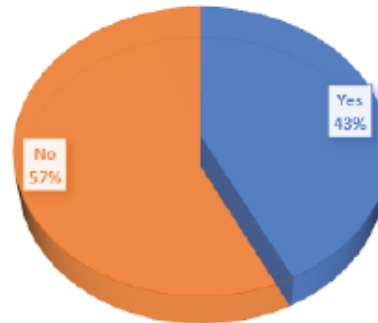


	Milam Entrance	Milam Entrance Median	Milhaven Roundabout	Vessey Entrance / Median	Mailboxes	Lodge Landscaping	Vessey Roundabout	Milhaven Median	Community Open Spaces	Winslow Entrance	Overall Cul-De-Sacs Throughout
Rank 1	73	7	9	7	3	8	0	0	2	1	10
Rank 2	20	44	13	12	10	13	1	0	4	0	3
Rank 3	12	18	18	11	13	17	2	3	10	10	6
Rank 4	12	20	10	14	15	16	4	7	11	5	6
Rank 5	0	13	21	12	23	14	6	7	9	7	8
Rank 6	2	9	10	18	11	11	24	11	8	7	6
Rank 7	1	4	1	15	9	4	18	26	6	15	5

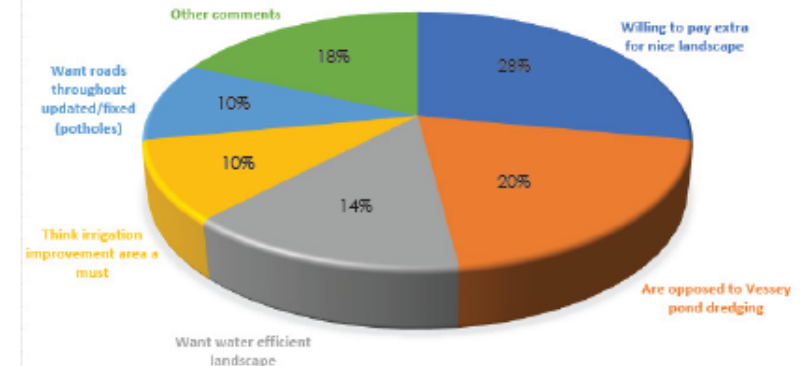
## DO YOU WANT TO PRIORITIZE DESIGNING AND INSTALLING A NEW IRRIGATION SYSTEM TO ASSIST WITH UPDATING THE LANDSCAPE AND COMMUNITY APPEARANCE?



## DO YOU THINK WE SHOULD PRIORITIZE THE DREDGING OF THE VESSEY PONDS FOR A COST OF \$40,000?



## OTHER COMMENTS FROM RESIDENTS



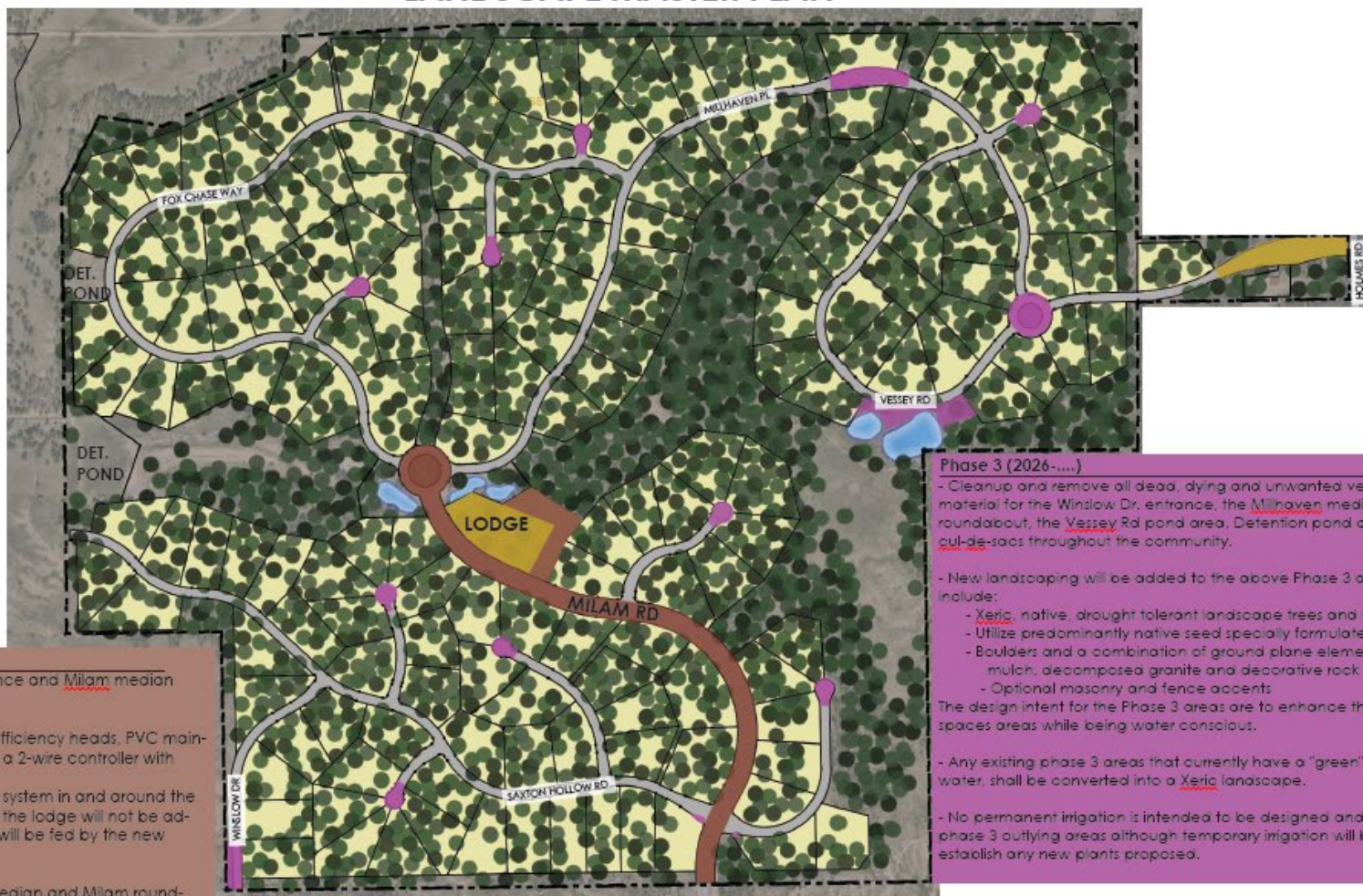
# Survey Conclusions





October 2022

# CATHEDRAL PINES COMMUNITY LANDSCAPE MASTER PLAN



## Phase 1 (2022-2024)

- Design and install new irrigation for the Milam entrance and Milam median from Saxton Hollow to roundabout.
- New Point of Connection
- New Equipment such as backflow, new high efficiency heads, PVC main-line and laterals, permanent sleeves, new valves and a 2-wire controller with bluetooth connectivity.

This new irrigation system will connect to the existing system in and around the Lodge grounds. The irrigation and landscape around the lodge will not be addressed until phase 2 but the Lodge irrigation system will be fed by the new Milam Rd irrigation system.

- Design and install new landscaping for the Milam median and Milam roundabout that focuses on enhanced landscape for a sense of entry. The new landscape shall have a combination of elements such as:

- Canopy & Ornamental Flowering Trees
- Shrub and Perennial groupings for color and an up-scale feel
- Combination of native seed and manicured sod
- Large decorative boulders
- Combination of wood mulch, decomposed granite and decorative rock mulch
- Optional Masonry and low fence accents
- Optional Public Art

The design intent for this Phase 1 is to create a "green" landscape design that is heavier landscaping that requires heavier water use to dress-up the main entrance to Cathedral Pines for residents and visitors alike.

- Overall cleanup and maintenance of the Milam roundabout development sign area, road edge & right-of-way (ROW).

## Phase 2 (2024-2026)

- New designed landscaping for the Lodge and its grounds including:

- The Lodge parking lot, the nature walk, photo area, and upper pond and water fall area.
- Potential expanded patio and outdoor plaza for the lodge that could include decorative lighting, roof, and decorative concrete.
- New enhanced landscape for the mailbox area concentrating on heavy dense colorful landscape for a welcome celebration to the lodge and screening for the mailboxes.

The design intent for the lodge is to have heavier landscape at and around the mailboxes as you enter the lodge grounds, and around the building focusing on parking and building entrances. As you move away from the building the landscape design is to become more Xeric with lighter landscape and less water use.

- Fully re-designed, re-imagined and installed community entrance at Vessey Rd & Holmes Rd. The design intent for this entrance is to be more park like. Landscape enhancements could be:

- Heavy, dense, colorful landscape at Holmes Rd around and behind the existing monument sign to dress-up and celebrate this entrance into the community.
- Introduce a combination of trees, shrubs and perennials in strategic pods with benches and trails. A combination of native seed and sod with artistic elements to draw people to possibly come and utilize this large median more.

- Expand the new irrigation system to the areas, ensuring they get full efficient coverage the best technology for water savings and maintenance.

## Phase 3 (2026-....)

- Cleanup and remove all dead, dying and unwanted vegetation and other material for the Windlow Dr entrance, the Millhaven median, the Vessey Rd roundabout, the Vessey Rd pond area, Detention pond areas and all cul-de-sacs throughout the community.

- New landscaping will be added to the above Phase 3 areas which include:

- Xeric, native, drought tolerant landscape trees and shrubs.
- Utilize predominantly native seed specially formulated for the Black Forest.
- Boulders and a combination of ground plane elements such as wood mulch, decomposed granite and decorative rock mulch.
- Optional masonry and fence accents

The design intent for the Phase 3 areas are to enhance these community open spaces areas while being water conscious.

- Any existing phase 3 areas that currently have a "green" design and utilize water, shall be converted into a Xeric landscape.

- No permanent irrigation is intended to be designed and/or installed for these phase 3 outlying areas although temporary irrigation will be necessary to establish any new plants proposed.



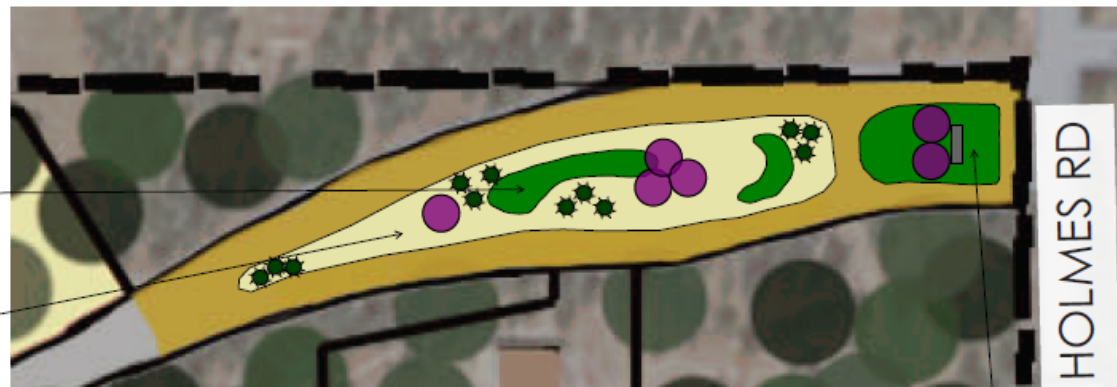


EXISTING TREES TO REMAIN, CLEANUP OF UNDERSTORY WITH ADDITION OF XERIC PLANTINGS

HEAVY GREEN LANDSCAPE AROUND EXISTING MONUMENT SIGN, LOTS OF COLOR TO PROVIDE AN ENTRY CELEBRATION

AREA TO INCLUDE A COMBINATION OF TREES, SHRUBS AND PERENNIALS IN STRATEGIC PODS WITH BENCHES AND TRAILS. A COMBINATION OF NATIVE SEED AND SOD WITH ARTISTIC ELEMENTS POSSIBLY ADDED.

UTILIZE AS MUCH EXISTING VEGETATION AS POSSIBLE, SECTIONS OF HEAVIER PLANTING BUT PRIMARILY XERIC WITH LIGHTLY STRATEGICALLY IRRIGATED AREAS



HOLMES RD

## PHASE 2 (VESSEY RD) ENLARGEMENT

HEAVY GREEN LANDSCAPE AROUND EXISTING MONUMENT SIGN, LOTS OF COLOR, INTRODUCTION OF FLOWERING DECIDUOUS TREES TO PROVIDE A SENSE OF ENTRY

XERIC LANDSCAPE AS YOU MOVE FURTHER AWAY FROM LODGE AND AROUND PERIMETER OF LODGE GROUNDS



LODGE

HEAVY LANDSCAPE AROUND LODGE ENTRY AND PATIO AREA, AND PARKING ISLANDS TO PROVIDE A LUSH GREEN EXPERIENCE FOR VISITORS

HEAVY GREEN LANDSCAPE AROUND MAILBOXES FOR A SENSE OF ENTRY AND SCREENING FROM STREET AND RESIDENTS

POSSIBLE INTRODUCTION OF FLOWERING DECIDUOUS ORNAMENTAL TREES

UTILIZE AS MUCH EXISTING VEGETATION AS POSSIBLE, SECTIONS OF HEAVIER PLANTING AND IRRIGATED SOD

SMALL SECTIONS OF IRRIGATED NATIVE GRASS WITH BOULDERS AND POSSIBLE ART ACCENTS

SECTIONS OF DENSE XERIC SHRUBS WITH DECORATIVE STONE, BOULDERS AND POSSIBLE ART AND MASONRY ACCENTS

ISLAND TO BE CONVERTED TO XERIC AS PART OF PHASE 3

HEAVY GREEN LANDSCAPE AROUND EXISTING MONUMENT SIGN, LOTS OF COLOR TO PROVIDE A GRAND ENTRY

DENSE XERIC SHRUBS WITH DECORATIVE STONE, BOULDERS, POSSIBLE ART AND MASONRY ACCENTS

NOTE: ENLARGEMENTS ARE SHOWN FOR CONCEPTUAL PURPOSES ONLY. AREAS OF LANDSCAPE AND CALLOUTS ARE SCHEMATIC IN NATURE AND ARE NOT INTENDED TO BE CONSTRUCTION DOCUMENTS.

## PHASE 2 (LODGE) ENLARGEMENT

## PHASE 1 (MILAM RD) ENLARGEMENT



# Long Term Strategic Issues for Our Community



## Status of Irrigation System Update

- Technical Specifications developed and RFPs sent September 2022 to 7 potential bidders with November 1 deadline for submission
  - As of November 1, 2022 only 2 bids received
- Bidding period extended through February 15, 2023, with 3 additional contractors solicited (10 in total)
- No additional bids received due to:
  - Complexity of project
  - Lack of labor force to execute
  - Prior commitments to other major projects
- Two viable bidders considered by Board
- \$200,000 allocated for project in 2023 approved budget
- Metro Board has applied for \$25,000 State grant to facilitate replacement; decision on grant to be made in April 2023



# Long Term Strategic Issues for Our Community

## Benefits of Replacing Current Irrigation System

- Current system has frequent leaks/breakdowns, inefficiently uses water and does not adequately support planted growth
- Reduces ever-increasing repair costs
- New system maintains green entry into community
- Much more efficient technology now available
  - Wind/rainfall sensors adjust watering levels
  - Centrally programmable
  - Modular; can be expanded for future needs
  - Replaces broken underground lines

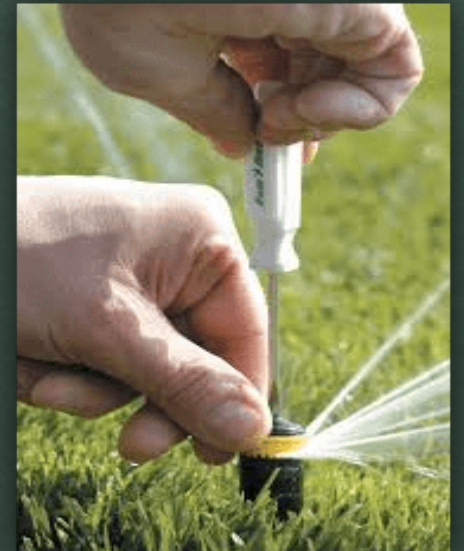




# Long Term Strategic Issues for Our Community

## Cost of Replacing Current System

- Existing system will be completely abandoned
- Projected Project Cost: \$200,000-\$250,000
- Contractor To Be Selected By March 20
- Start Date: May 2023 (depending upon weather)
- Anticipated Completion Date: August 2023
- Financing: None required
- Objective: No additional fees, borrowing or assessments required to replace system





# 2023 Metro District Election Process - – Rebecca Harris (Walker-Schooler) **Metro Board Openings in 2023**

- Due to changes in State Election Laws and a move to rotating terms, 2 CP Metro District Board seats are open for election this May for 4-yr. terms
- Self-nomination forms are available online at <https://cathedralpinesmd.colorado.gov/elections-0>
- Important Deadline:
  - Self-Nomination forms are due **February 24, 2023**
  - Write-in Candidate Deadline is **February 27, 2023, by 5:00pm**
  - Notice of Cancellation (if applicable) is **February 28, 2023**
  - Election (if applicable) is **May 2, 2023**
- Election Process overseen by Teak Simonton, our Designated Election Official (DEO)
- Requirements to run for Metro District Board Seat are (defined as Eligible Elector):
  - ✓ Registered to Vote in Colorado AND either;
    - Resident of the District, or
    - The owner (or spouse of the owner) of taxable real or personal property situated in the District
  - ✓ Non-compensated position
  - ✓ Normally requires 15-20 hr. commitment/month

## **Current Status of Election:**

**Self Nominations received: 4**

**Seats up for Election: 2**





# 2023 Metro District Election Process

## – Rebecca Harris

### ❑ **Cost of an Election:**

- ✓ If the same number of nominations are received for the number of seats available, the Election can be cancelled, and those Nominees are elected to the open seats at the May Board meeting
- ✓ If more nominations are received than seats available, the Election will be held May 2, 2023 via El Paso County mail-in ballots sent to all registered voters in community
- ✓ Based upon election results, the two candidates receiving the highest number of votes will be seated at the May Metro Board meeting
- ✓ **An election cost for Cathedral Pines Metro District are estimated to be \$25,000-30,000** to compensate required Designated Election Official and judges, necessary legal counsel guidance, and materials to hold an election (ballots, postage, etc.)
- ✓ Cathedral Pines has included the anticipated cost in the adopted 2023 budget



# 2022 Metro District Accomplishments

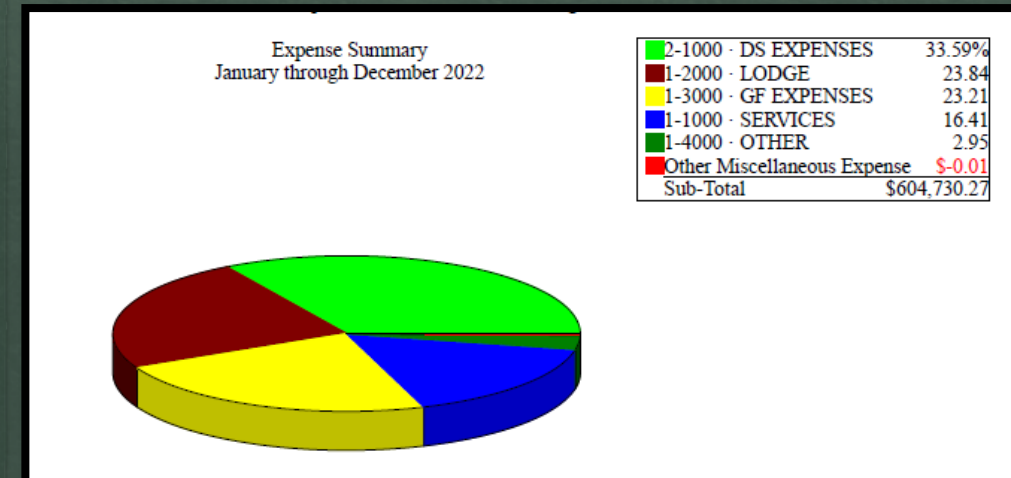
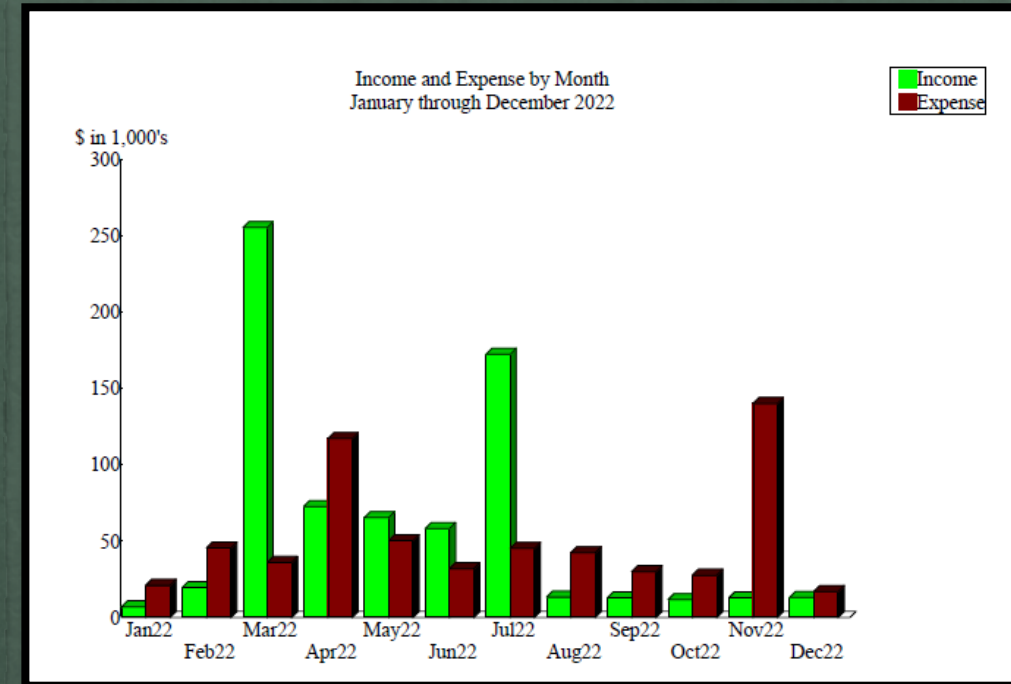
## ◇ Financial Performance

- \* Minimize impact of unexpected expenses

Board Election

Irrigation System Breakdowns

- \* Manage shortfall in projected Lodge rentals by reducing expenses
- \* Continue to build Contingency and Reserve Funds
- \* Fund Lodge improvements through operating budget
- \* Maintain Mill Levy
- \* Pursue FEMA Claim



	2022 Approved Budget	2022 Actuals	2023 Approved Budget
<b>General Fund Revenue</b>			
Property Taxes	292,867	292,867	288,218
Lodge Rentals	75,000	52,000	115,000
FEMA Funds	20,000	0	20,000
Other Revenue	50,998	61,563	50,551
<b>Total Revenue</b>	438,865	406,430	473,769
<b>General Fund Expenses</b>			
Professional Services	106,555	94,545	105,215
Lodge Operations	177,800	156,418	114,000
Management	42,000	63,357	34,500
Capital Improvements	60,000	43,459	5,000
	(continued)		

*\*Unaudited Financials*

	2022 Approved Budget	2022 Actuals	2023 Approved Budget
<b>General Fund Expenses</b> (con't)			
Landscape Maintenance	45,000	54,631	50,000
Repairs and Maintenance	25,000	28,000	30,000
Irrigation System Replacement	-	-	200,000
Board Election	10,000	28,800	25,000
Other Expenses	81,393	44,346	66,323
<b>Total General Fund Expenses</b>	445,748	406,740	590,538
Capital Reserve Cont.	25,000	50,000	50,000
<b>General Fund Beg. Balance</b>	<b>282,139</b>	<b>270,240</b>	<b>219,929</b>
<b>General Fund Ending Balance</b>	<b>250,256</b>	<b>219,929</b>	<b>53,160</b>

*\*Unaudited Financials*

	2022 Approved Budget	2022 Actuals	2023 Approved Budget
<b>Debt Service Fund Beg. Balance</b>	<b>184,780</b>	<b>122,635</b>	<b>123,427</b>
Debt Service Fund Revenue	292,867	296,940	289,718
Debt Service Expenditures	297,650	296,148	298,473
<b>Debt Service Ending Balance</b>	<b>179,997</b>	<b>123,427</b>	<b>114,672</b>
<b>Assessed Valuation</b>	15,414,060	15,414,060	15,169,380
<b>Mill Levy</b>	19.0	19.0	19.0



# 2023 Metro Board Financial Objectives

## ◆ Financial Objectives

- Improve financial performance of Lodge
- Explore Special District Infrastructure Grants (part of HB 22-1151)
- Maintain Mill Levy for 2023
- Fully fund irrigation system replacement out of operating funds
- Manage Capital Spending plan
- Collect outstanding FEMA Claim (+/- \$50,000)
- Continue to strengthen Contingency and Reserve funds






# Conclusion

- This Board's goal is to make decisions that it feels are in the best interest of the community, based upon resident feedback, economic considerations, and additional research that guides those decisions
- Are there areas of concern that you would like us to pursue that we are not?
- Please sign up on our new Metro District e-mail list before leaving. You will receive our monthly newsletter, relevant Metro District announcements, and community surveys seeking your feedback



The background of the image is a dense, out-of-focus pile of light-colored wooden blocks. These blocks are shaped into various letters and numbers, including 'Q', 'A', 'H', 'O', 'M', 'E', 'O', 'W', 'N', 'E', 'R', 'S', and 'Q', 'U', 'E', 'S', 'T', 'I', 'O', 'N', 'S'. They are scattered across the entire frame, creating a textured, organic feel.

# Questions and Answers with our Homeowners