



**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD JUNE 20, 2023  
AT 10:00 A.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, June 20<sup>th</sup> at 10:00 AM, at Cathedral Pines Lodge, and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter  
Ecton Espenlaub  
Rick Stauch  
Kevin Combs

Also in attendance were:

Rebecca Harris, WSDM District Managers  
Kevin Walker, WSDM District Manager  
Shalece Buchholtz, VenQ

1. Call to Order: President Heeter called the meeting to order at 10:01 AM.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present. Director Espenlaub noted he received a text message from Debbie Perry stating that she is resigning from the Board. The Board discussed that an eligible elector in the District can be appointed to the vacancy on the Board. President Heeter moved to accept Debbie Perry's resignation from the Board pending formal notice given to the Board; seconded by Director Stauch. Motion passed unanimously. There were no additional disclosures made by Board Members.

3. Approval of Agenda: President Heeter suggested scheduling a special meeting for the Code of Conduct discussion. Director Stauch moved to approve the agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of Board Meeting Minutes – Meeting minutes of May 15, 2023, and special meeting minutes of May 26, 2023: After review, Director Stauch moved to approve the Meeting Minutes from May 15, 2023 and May 16, 2023 as written; seconded by Director Combs. Motion passed unanimously.

5. Financial Update

- a. Review and consider approval of Unaudited Financials through May 31, 2023: Ms. Harris presented the Unaudited Financials through May 31, 2023. Ms. Harris noted the 2022 Audit Review will be held at the July Board meeting.
- b. Review and consider approval of payables through the period ending June 20, 2023: Ms. Harris presented the payables through the period ending June 20, 2023. Director Espenlaub inquired about the Kimley-Horn invoice. After the Board reviewed, President Heeter moved to approve the payables with the exception of the Kimley-Horn invoice being addressed on Thursday; seconded by Director Stauch. Motion passed unanimously.

## 6. Landscaping Issues

- a. Chipping Event Discussion: The Board discussed the Chipping Event.
  - i. Recap of May event: Ms. Harris provided a recap of the May Chipping Event. 31 properties signed up and 2 were initially missed but were picked up. The total cost was \$4,200 for 3.5 days.
  - ii. Schedule Fall Chipping Dates: The Board tentatively scheduled the Fall Chipping event for September 23 – 29.
  - iii. Proposal for Seedling Thinning Event: The Board discussed hosting an informational event for the community combined with the Chipping Event on how to thin seedlings and the importance of it.
  - iv. Reschedule storage shed clean-up Event: The Board tentatively scheduled the storage shed clean-up for Saturday, September 9<sup>th</sup>.
- b. Discuss the fire cistern at 4455 Foxchase Way: President Heeter will reach out to the fire department to find out if there is an easement for the fire cistern at 4455 Foxchase Way. Mr. Walker noted he found an easement from the County for landscape and irrigation in the road right of ways. The Board determined the Metro District responsibility ends with the cistern and the property owner would be responsible to remove the dead tree.
- c. Discuss the Driveway/ Access point on 4138 Foxchase Way: Ms. Harris discussed the additional driveway/access point that was added for 4120 Foxchase Way that is on District property, addressed 4138 Foxchase way. She confirmed that no permits were pulled prior to the work being done as required by the plat. Ms. Harris recommended that legal counsel send a letter informing the homeowner that the access point must be removed from District property. After Board discussion, President Heeter moved to direct legal counsel to send a letter asking them to correct the violation on District property and County Code. The Board discussed copying the HOA on the letter. The motion was seconded by Director Combs. Motion passed unanimously.
- d. Wells and Water use discussion: Mr. Walker discussed engaging a water engineer to conduct a study to help the Board better understand the well decrees and water uses. The first two proposals received were very expensive so Mr. Walker will pursue additional proposals and options.
- e. Irrigation Project Discussion: The Board discussed the irrigation project. A committee meeting is scheduled this week with 101 Landscaping. The anticipated start date is August 8<sup>th</sup>.
- f. Status of Irrigation Grant: Ms. Harris reported the second round opens July 1<sup>st</sup> and the final approval for the \$40,000 was officially approved for the first round.
- g. Electrical Along Median: The Board discussed adding electrical along the medians. They reviewed the included map and agreed for Director Espenlaub to inquire with 101 Landscaping on adding an empty PVC pipe along the median with irrigation being done.
- h. Discuss IGA with El Paso County to Maintain Detention Ponds: Ms. Harris and Mr. Walker explained that El Paso County would like to have an Intergovernmental Agreement (IGA) with the District to maintain the two detention ponds owned by the County. The IGA would designate the District as responsible for maintaining the detention ponds. Mr. Walker expressed concerns with taking on the additional responsibility and liability but noted this is common practice for a District to take over the responsibility. Mr. Walker will request clarification from the County.

## 7. Lodge Management Update

- a. Review Lodge Management Contract: The Board reviewed the Lodge Management contract.

- After review and discussion, President Heeter moved to approve the revised Lodge Management contract, seconded by Director Espenlaub. Motion passed unanimously.
- b. Review May Lodge Report: Ms. Buchholtz presented the May Lodge Report.
  - c. Overview and Demo of New Lodge Website: The Board reviewed and discussed the new Lodge website.
  - d. Discuss Lodge Contract and Insurance: Ms. Harris discussed that the Lodge Rental Contracts will need renters to provide their own event insurance for outside equipment such as inflatable bounce houses and unlicensed vendors.
  - e. Frozen Grease Trap Issue: The Board discussed the frozen grease trap issue and noted it is ongoing.
  - f. Outdoor Speaker Installation Status: The Board previewed the new outdoor speakers.
  - g. Lodge Furniture Replacement Plan: President Heeter noted they will be looking for additional business-oriented furniture such as a conference table for the Lodge, podium, and linens.
  - h. Review of Lodge Rental Rates: The Board discussed the Lodge rental rates.
  - i. Thermostat Replacement: The Board discussed replacing the thermostat with a Wi-Fi thermostat that can be controlled remotely.
  - j. Parking Lot Striping: The Board discussed the proposal from the parking lot striping company for a reduced rate to rent the Lodge. The Board agreed to allow a rental at the Lodge with a discount for the contractor to re-stripe the parking lot.
  - k. Front Planter: The Board discussed needing a landscape designer for the Lodge's front planter.
  - l. Christmas Lighting Proposals: The Board discussed the Christmas lighting proposals and noted there is a discount for signing up early.
  - m. Quote to Paint Interior Metal Plates/Bolts on Ceiling Beams: The Board discussed the quote to paint the interior metal plates and bolts on ceiling beams but took no action.
  - n. Water drainage at Lodge Entry: Ms. Buchholtz is investigating a solution for the water drainage at Lodge entry.
  - o. Keys and Security Codes: Ms. Harris will provide the Board with a master list of who has keys and security codes at the Lodge and explained she does not have all the security codes for the ADT alarm system.

#### 8. District Management Matters

- a. Board of Director Email addresses: The Board discussed the Board of Director email addresses. The Board agreed to use individual email addresses to avoid confusion. Director Stauch will check into the cost of using the HOA email account.
- b. Milam Road Construction Update: The Board discussed needing to coordinate the irrigation project and the chip sealing on Milam Road.
- c. FEMA Claim: There was no update.

#### 9. Legal Matters

- a. Discuss and Review Proposals to engage Water Consultants: This item was discussed under Agenda item 6,d.
- b. The Board discussed the vacancy on the Board of Directors and created an interview committee of President Heeter and Director Stauch. The Board agreed to an August 1<sup>st</sup> deadline. Ms. Harris will send an email blast and draft a description of the responsibilities.

#### 10. Public Comment: There was no public comment.

#### 11. Other Business

- a. Draft Board Member Code of Conduct – postpone the discussion.

12. Adjournment: Next scheduled Board Meeting is July 18, 2023, at 10:00 AM. – 2022 Audit Review.

Director Espenlaub moved to adjourn at 12:26 PM; seconded by President Heeter. Motion passed unanimously.

Respectfully Submitted,

*Rebecca Harris*

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By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 20, 2023 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.