



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD JULY 18, 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, July 18th 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
Laura Gardner, Gardner Law Firm
Shalece Buchholtz, VenQ
Braden Hammond, BiggsKofford
Travis Mark, TWM

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. There were no additional disclosures made by Board Members.
3. Approval of Agenda: President Heeter requested the Board discuss Lodge Management Update after the Financial Update. Director Stauch requested the following additions: follow-up discussion on the IGA with the County regarding detention ponds under District Management Matters, Dog Waste Stations on the Trail under Other Business, and Wi-Fi and Access Policy discussion under Lodge Management Update. Director Combs moved to approve the Agenda as amended; seconded by Director Stauch. Motion passed unanimously.
4. Approval of Board Meeting Minutes – June 20, 2023: President Heeter noted that there were a few discussion items that did not have Board action and the Board agreed there needs to be formal action plan to these discussion items. After review, Director Stauch moved to approve the June 20, 2023 Meeting Minutes; seconded by Director Combs. Motion passed unanimously.
5. Financial Update
 - a. Review and consider approval of 2022 Presented Audit: Mr. Hammond with BiggsKofford, contracted 3rd party auditor, presented the 2022 Audit. Mr. Hammond noted they are expecting to issue a clean opinion which is the highest level of assurance they can provide on financial statements. Mr. Hammond explained that 90% of BiggsKofford clients that are small districts and entities have the comments regarding segregation of duties and internal controls

- due to the small size. There is no evidence that either of these items have caused a problem, and if so, it would have to be reported. After review, Director Stauch moved to approve the 2022 Audit as presented; seconded by Director Combs. Motion passed unanimously.
- b. Review and consider approval of Unaudited Financials through June 30, 2023: Ms. Harris presented the Unaudited Financials through June 30, 2023. Mrs. Harris discussed the Boards Cash position and highlighted the Income Statement in comparison to the Budget and lines items to be aware of, like snow removal. Overall the expenses are under budget. After review, President Heeter moved to approve the June 30, 2023, Unaudited Financials as presented; seconded by Director Combs. Motion passed unanimously.
 - c. Review and consider approval of Payables through the period ending July 18, 2023: Ms. Harris presented the Payables through the period ending July 18, 2023. The Board discussed A Cut Above watering costs, and requested clarification on which trees are being hand watered. The Board agreed to discuss the Lodge Management Update next and come back to this item. After discussion, Director Espenlaub moved to put Black Hills Energy on autopay; seconded by Director Stauch. Motion passed unanimously. The Board discussed the vacancy on the Board and Ms. Gardner confirmed that a Board resignation must be submitted in writing to be official. The Board discussed paying the Lodge Manager, Ms. Buchholtz, by the 1st of the month moving forward, and implemented plans to do so. After review, Director Espenlaub moved to approve the Payables through the period ending July 18, 2023 with the addition of the 101 Landscaping invoice; seconded by Director Stauch. Motion passed unanimously.

6. Lodge Management Update

- a. Review June Lodge Report: Ms. Buchholtz provided an update on Lodge Management. There were 16 scheduled tours for the month, and 3 confirmed bookings. Mr. Mark provided a report on the analytics of the Lodge at Cathedral Pines' website. He noted the average time spent on the page is 15 minutes which is very high and indicates the content is engaging. The Board discussed looking at the data moving forward to determine if the money spent on the website and marketing is leading to more bookings.
- b. Discuss Event Insurance: Ms. Harris and the Board discussed the option of requiring event insurance from renters for any equipment that is not provided by an insured vendor such as bounce houses or alcohol. Ms. Gardner noted that she would recommend requiring event insurance so that liabilities are put onto the renter and removed from the District. The insurance company also recommends requiring event insurance. Ms. Gardner will further investigate this issue and report back to the Board. The Board also discussed whether residents should be required to provide renters' insurance, but no decision was made.
- c. Discuss Trail Closure for Event: The Board discussed the request to close the trail for a wedding ceremony and establishing a policy for the future. The Board discussed the importance of communicating to renters that this is a community and residents will be utilizing the trails and surrounding area and made the decision not to close the trails for future events but to post signs during events informing those using the trails that a ceremony is in progress and their discretion is appreciated.
- d. Frozen Grease Trap Issue: The Board discussed the frozen grease trap and the issue regarding commercial buildings being required to have a grease trap. The Board discussed that there is no commercial kitchen, and a grease trap shouldn't be required. Out of the two quotes the Board has received they have decided to continue for other cost efficient options. The Board requested a legal opinion from Ms. Gardner on this issue and the grease trap code requirement.
- e. Outdoor Speaker Installation Status: There was no discussion.

- f. Thermostat Replacement Status: The Board discussed that the thermostats were replaced and Director Espenlaub set up the WiFi capabilities to make utility cost more efficient to control the thermostat when the building is not in use.
- g. Front Planter: President Heeter reported that 101 Landscaping will provide a proposal for a design plan for the front planter.
- h. Christmas Lighting Proposals: The Board discussed the Christmas lighting proposals, that were solicited by President Heeter. Director Stauch moved to research and get a formal proposal not to exceed \$5,000; seconded by Director Combs. The Board discussed that if it is under \$5,000, then proceed. Motion passed unanimously.
- i. Water drainage at Lodge Entry: The Board briefly discussed the mud jacking issue that is being worked on.
- j. Wi-Fi and Access Policy Discussion: The Board discussed the Wi-Fi at the Lodge and ultimately decided to remove the password for the guest account and create a separate secure account for ADT and thermostats. Ms. Buchholtz will contact Geek Squad for assistance.
- k. ADT Security Discussion: Director Stauch reviewed the ADT security code users list. He recommended modifying the list and having each user be identified by name and the Board agreed. The Board discussed establishing a process for security codes and keys when someone leaves.

7. Landscaping Issues

- a. Wells and Water Use Discussion: Director Espenlaub noted they may need a new water meter for Milam. Director Espenlaub discussed an issue with water coming out of a drip line connection.
- b. Irrigation Project Update: The Board discussed the irrigation project update. The Board discussed the additional landscaping along Milam and a design plan for the whole median. The Board also discussed that any changes to the contract will require a change order.
- c. Status of Irrigation Grant: Ms. Harris reported that the application for the second round of grant funds was submitted. Two invoices will be submitted for reimbursement from the first round of grant funds.
- d. Electrical Along Median: Director Espenlaub explained that he is coordinating with 101 Landscaping to get PVC pipe laid down when the irrigation goes in for the future potential electrical, if the a future board decides to.

8. District Management Matters

- a. Board of Director Email Addresses: Ms. Harris reported the individual email address accounts were set up. Director Stauch discussed the two emails needed for ADT and the barn.
- b. Milam Road Construction Update: President Heeter reported the tentative start date for construction is the second week of August. He is still waiting to hear back on the starting location for construction.
- c. Discuss Board Member Vacancy: Ms. Harris reported she sent an email blast advertising the Board vacancy and for applicants to apply by August 1, but has not heard back from anyone expressing interest yet. The vacancy is also posted on the District's website, will be included in the Newsletter, and posted on the community Bulletin Board.
- d. FEMA Claim: Ms. Harris reported that FEMA sent a determination letter that is a summary of their findings. Ms. Harris reached back out to FEMA for clarification on the amount that is still owed.
- e. Follow-up discussion on the IGA with County regarding detention ponds: Ms. Harris reported she has not been given an update from the County regarding the location of the detention ponds.

9. Legal Matters

- a. Discuss Water Consultants: Mr. Walker reported the water consultant proposals were very expensive, so he is going to research additional cost-effective options.

10. Other Business

- a. Discuss the reduction of the newsletter to a bi-monthly: President Heeter proposed sending the newsletter every other month after discussion the Board agreed.
- b. Discuss Memorial Benches Along Trail: The Board discussed adding memorial benches along the community trail to be paid for by interested residents. The estimated cost would be \$1000 each. Board discussed continuing r0
- c. research on this topic before any recommendation is made to the Board.
- d. Dog Waste Stations Along Trail: The Board discussed dog waste stations along the trail. The estimated cost is \$500 each. Ms. Harris noted that landscaping companies usually provide a service to empty the waste. The Board agreed to survey the community during the annual meeting to see if there is interest in memorial benches and dog waste stations.

11. Public Comment: There was no public comment.

12. Executive Session (§24-6-402(4)(b) C.R.S.)

- a. Director Espenlaub moved to enter into Executive Session pursuant to (§24-6-402(4)(b) C.R.S.) to receive legal advice on the driveway/access point on 4138 Foxchase Way and FEMA's determination letter received; seconded by Director Stauch. Motion passed unanimously at 12:45 pm. Director Stauch moved to adjourn the executive session pursuant to (§24-6-402(4)(b) C.R.S.), and no additional discussion or decision was made; seconded by President Heeter. Motion passed unanimously.

13. Adjournment: Next scheduled Board Meeting is August 15, 2023, at 10:00 AM. Director Espenlaub moved to adjourn the meeting at 1:00 PM; seconded by Director Stauch. Motion passed unanimously.

Respectfully Submitted,

Rebecca Harris

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 18, 2023 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.