



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD AUGUST 15, 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, August 15th at 10:00 AM, at Cathedral Pines Lodge, and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Rick Stauch (Excused)
Kevin Combs

Also in attendance were:

Rebecca Harris, WSDM District Managers
Kevin Walker, WSDM District Managers
Rylee DeLong, WSDM District Managers
Shalece Buchholtz, Lodge Manager
Laura Gardner, Gardner Law Firm
Chris Meachman, Public

1. Call to Order: President Heeter called the meeting to order at 10:00 a.m.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present with Director Stauch excused. There were no additional disclosures made by Board Members.

3. Approval of Agenda: Director Combs moved to approve the Agenda; seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of Board Meeting Minutes – Meeting minutes of July 18, 2023: After review, Director Combs moved to approve the July 18, 2023 Meeting Minutes; seconded by President Heeter. Motion passed unanimously.

5. Financial Update

- a. Review and consider approval of Unaudited Financials through July 31, 2023: Ms. Harris presented the unaudited financials through July 31, 2023. After review, Director Combs moved to approve the unaudited financials as presented; seconded by Director Espenlaub. Motion passed unanimously.
- b. Review and consider approval of payables through the period ending August 15, 2023: Ms. Harris presented the payables through the period ending August 15, 2023. President Heeter discussed adding more detail and description to the payables. Board decided the detail would be provided in minutes. After review, Director Espenlaub moved to approve the payables

through the period ending August 15, 2023; seconded by Director Combs. Motion passed unanimously.

- c. Review and consider modification of Board of Director Spending Limits: The Board discussed the current policy that a Board member can spend up to \$1,500 without prior Board approval for District items. The Board clarified the policy to include notifying the Treasurer and District Manager if a single expenditure is above \$500.
- d. Budget Planning for 2024: Ms. Harris discussed 2024 budget planning and noted the next Board meeting will include a discussion on the assessed valuations and the impact to the District. The Board discussed having each Director provide a list of potential capital improvements to the Treasurer for inclusion in the preliminary budget for next year.

6. Landscaping Issues

- a. Turnover to Rick – Completed: President Heeter discussed the turnover of Landscape Maintenance to Rick and noted they communicated with A Cut Above that the Board has higher expectations regarding the landscaping and mowing. Mr. Harris will provide an RFP template to Rick to start the bid process for 2024 landscape services.
- b. Wells and Water use discussion: The Board discussed the wells and water use in the District. The Board discussed the option of changing the allocation of the storage shed from a single home to allow the use of water in additional areas. Mr. Walker will do additional research on this item and report back to the Board.
- c. Irrigation Project Update: Director Espenlaub provided an update on the irrigation project. Trenching work has started in the dirt and grass areas and permits are being pulled to trench in the pavement. The Board discussed that there is not an accurate timetable for the project yet.
- d. Status of Irrigation Grant: Ms. Harris reported the first reimbursement payment request was submitted and is awaiting payment of \$40,000. More information will be provided on the second round of grants after September 1.
- e. Storage Shed clean-up – Tentatively scheduled for September 9th: The storage shed cleanup is scheduled for Saturday, September 9th. The goal is to remove and clean up the dead tree limbs and weeds in the area.
- f. Seedling Thinning Event – Tentatively scheduled for September 16th: The seedling thinning event is scheduled for September 16th. Residents should place removed seedlings on curb for chipping event or they are welcome to save the seedlings if interested.
- g. Fall Chipping Event – Tentatively scheduled for September 23rd – 29th: The Fall chipping event is scheduled for September 25 – 29. Residents must register with WSDM in advance and have their items on the curb by September 25th to be picked up.
- h. Update for memorial benches along the trail: President Heeter reported the memorial benches cost roughly \$1,600 which is more than expected. They would also require concrete bases to be installed on, so the total cost is estimated at \$2,000. This item will be discussed and presented to residents at the Annual Community Meeting.
- i. Update on Dog Waste Stations: President Heeter reported the dog waste stations cost roughly \$280 and will require installation. Ms. Harris noted that the landscapers could provide the waste removal as part of a monthly fee in their contract. This item will also be discussed and presented to residents at the Annual Community Meeting.

7. Lodge Management Update

- a. Review July Lodge Report: Ms. Buchholtz presented the July Lodge Report. She noted a much higher engagement with the website since the new launch. Ms. Buchholtz discussed the feedback received from tours that do not book and two main reasons is the venue size and that

- it does not match the vision. There is not a lot of negative feedback received.
- b. Continue the discussion on Event Insurance: Ms. Harris reported she is still waiting to hear back from the insurance company regarding this issue.
 - c. Grease Trap Code Issue: The Board discussed the option of possibly changing the code in the kitchen so that a grease trap is no longer required. Ms. Gardner discussed that the requirement of a commercial kitchen is cooking and preparing food and the Lodge kitchen does not have the ability to cook and prepare food; it is not a commercial kitchen.
 - d. Water drainage at Lodge Entry: The Board discussed the water drainage at the Lodge entry. The mud-jacking proposals received so far to repair the concrete and asphalt are roughly \$6,000. President Heeter will continue to pursue a more cost-efficient solution for this item.
 - e. Furniture replacement for Lodge Conference Rooms: The Board discussed purchasing used business furniture that fits in the Lodge conference rooms and is accommodating for business meetings. President Heeter will continue to research options and possible purchases within budget.
 - f. Furniture update: There was no additional discussion.
 - g. Review videos for the website: The Board reviewed the videos for the Lodge at Cathedral Pines website that Travis Mark put together for the website.
 - h. Proposed Addition to Rental Agreement: The Board discussed the potential addition to the rental agreement that allows a petting zoo and/or equine use at the Lodge. Ms. Gardner noted the District may need additional permits to allow this, so she will research the rules and regulations to be sure the District is in compliance and report back at the next meeting.
 - i. Request for Petting Zoo: Ms. Buchholtz noted a tour guest inquired about a petting zoo, but they ultimately booked elsewhere.
 - i. Condition of Exterior Wood Entrance: The Board requested Ms. Harris reach out to the company that provided the outside front of the Lodge varnish because it is deteriorating after only one year.

8. District Management Matters

- a. Milam Road Construction Update: The Board discussed that the project was supposed to start in early August but has been delayed due to flooding in the County and lack of staff. The County is currently looking into a subcontractor but there is no additional information.
- b. Status of Board Vacancy: Ms. Harris reported notice of the Board vacancy has been sent to the community via email and is posted on the District website. Ms. Harris noted that Mr. Meachman, who is in attendance, expressed interest. President Heeter recommended the Board follow the process and have the Interview Committee interview him before appointing him to the Board. President Heeter discussed scheduling an interview in the next few weeks.

9. Legal Matters: Ms. Harris discussed the new state statute that requires Metropolitan Districts to host a public meeting to present financials and allow a public forum to ask questions. Ms. Harris suggested hosting the meeting in conjunction with the regularly scheduled November board meeting; the Board agreed to schedule this presentation one hour before and following years will be the Annual Meeting in February.

10. Other Business: There was no other business.

11. Public Comment: There was no public comment.

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

- a. Discuss the FEMA determination letter: President Heeter moved to go into Executive Session pursuant to §24-6-402(4)(b) C.R.S. to discuss the FEMA determination letter and receive legal advice seconded by Director Espenlaub. Motion passed unanimously at 11:45 a.m. Director Combs moved to come out of the Executive Session, seconded by Director Espenlaub. Motion passed unanimously at 11:54 a.m.
- b. Director Combs moved to accept FEMA determination letter, seconded by President Heeter. Motion passed unanimously.

13. Adjournment: Director Combs moved to adjourn the meeting, seconded by Director Espenlaub. Motion passed unanimously at 11:54 a.m.

Respectfully Submitted,

Rebecca Harris

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 15, 2023 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.