



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD OCTOBER 17, 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, October 17<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  
Chris Meachman, Appointed

Also in attendance were:

Rebecca Harris, WSDM District Managers  
Kevin Walker, WSDM District Managers  
Rylee DeLong, WSDM District Managers  
Shalece Buchholtz, VenQ  
Laura Gardner, Gardner Law Firm  
Bill Kappel, Resident  
Kevin Kimberling, 101 Landscaping

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. There were no additional disclosures made by Board Members.
3. Approval of Agenda: President Heeter requested feedback from the Board and noted that WSDM will distribute a questionnaire to board members in the upcoming weeks. Director Stauch added an item under Other Business to discuss community engagement as related to Flying Horse North and The Estates at Cathedral Pines. The Board moved the Financial Update after Lodge Management Update. The Board approved the Agenda as amended.
4. Approval of Board Meeting Minutes – Meeting Minutes of September 19, 2023: After review and comments, Director Espenlaub moved to approve the September 19, 2023 Meeting Minutes as amended; seconded by Director Combs. Motion passed unanimously.
5. Landscaping Issues
  - a. Wells and Water use discussion: Director Espenlaub provided an update on the wells and monthly readings. The Board discussed the allocation and Director Espenlaub reported the Barn was turned off early.
  - b. Irrigation Project Update: Director Espenlaub provided an update on the irrigation project and reported the pathway is complete. The Board discussed that the water usage will be cut by 60-

- 70%. The Board and Mr. Kimberling discussed the landscaping options now that the irrigation is repaired. Mr. Kimberling will provide renditions and designs to the Board. President Heeter and the Board formally thanked Director Espenlaub for all his work on the irrigation project.
- c. Status of Irrigation Grant: Ms. Harris reported the second grant application was approved last week for \$10,000 for a total of \$50,000 in grant funds for the irrigation project.
  - d. Fall Chipping Event Follow Up: Ms. Harris discussed the Fall chipping event. 38 properties participated. Director Espenlaub noted for future reference that the HOA would like items not be placed out more than three weeks in advance.
  - e. Discuss Pond Maintenance Issues: Ms. Harris reported that Solitude Lake Management will be out this month for pond maintenance. She noted there was a miscommunication and they had not been performing the regular maintenance.
  - f. Review and consider approval of 2024 Pond Maintenance Contract: Ms. Harris noted the 2024 Pond Maintenance contract is still being drafted.
  - g. Status of RFP for 2024 Landscaping Contract: Director Stauch reported that the RFPs were delivered to five landscape companies and the deadline is November 1<sup>st</sup>. He noted that Landtech has already been very responsive with good ideas. The Board discussed the 2024 landscaping contract and the Barn storage rental lease agreement that is coming up in November. Director Espenlaub discussed turning the dirt trail by the mailboxes to a gravel path. The Board agreed to discuss this item while determining the 2024 budget.
  - h. Review and Discuss Survey proposals: Ms. Harris noted they are still waiting on proposals for a survey at 4138 Foxchase Way.

#### 6. Lodge Management Update

- a. Review September Lodge Report: The Board discussed promotions, discounts, and incentives to increase bookings for 2024. The Board discussed the Lodge Facebook page and Ms. Harris recommended the District adopt a social media policy. Ms. Gardner noted a pending court case regarding special districts and social media and recommended the Board wait to see the outcome. Ms. Buchholtz presented the September Lodge Report. Director Stauch formally recognized and thanked Ms. Buchholtz for her hard work on the Lodge. Director Stauch provided an update on the fire alarm issue.
- b. Continue the discussion on Event Insurance: Ms. Harris informed the Board that the additional insurance will cost \$100 per event. The Board decided that it will be the renter's responsibility to provide proof of insurance. Director Stauch moved to put the burden of insurance on the renter whether outside or inside the Lodge; seconded by Director Espenlaub. Motion passed unanimously.
- c. Proposed Addition to Rental Agreement: The Board decided to table the rental agreement addition for a petting zoo. The Board will revisit the issue in the future if needed.
  - i. Request for Petting Zoo
- d. Condition of Exterior Wood Entrance: The Board discussed planning to refinish the wood entrance and budget it for Spring 2024.
- e. Recap of Lodge Improvements: There was no discussion.

#### 7. Financial Update

- a. Review and consider approval of Unaudited Financials through September 30, 2023: Ms. Harris presented the Unaudited Financials through September 30, 2023. The Board asked about moving funds out of the current bank for the debt service account. Ms. Harris recommended the Board discuss this with the District's accountant. After review, Director Espenlaub moved to approve the Unaudited Financials through September 30, 2023; seconded by Director Combs.

Motion passed unanimously.

- b. Review and consider approval of payables through the period ending October 17, 2023: Ms. Harris presented the payables through the period ending October 17, 2023 and added an invoice from J&E Electric for \$285 for monument lighting repairs. After review, Director Espenlaub moved to approve the Payables as presented; seconded by Director Stauch. Motion passed unanimously.
- c. Update on 2024 Draft Budget: Ms. Harris presented the 2024 draft budget and noted it includes a column for if Proposition HH passes which would lower the property taxes. The Board reviewed the 2024 draft budget in detail. The Board discussed the possibility of lowering the debt service mill levy if Proposition HH does not pass in November. The Board agreed to keep the general fund mill levy at 19 mills. The Public Hearing for the 2024 Budget will be held during the Board meeting on November 21, 2023 at 6:00 p.m. The annual Townhall meeting will be November 21, 2023 at 5:00 p.m. at the Lodge.
- d. Discuss and Consider Adoption of 2022 Restated Audited Financials and Presentation: Ms. Harris explained an error found on the 2022 Audited Financials. The auditors erroneously split the specific ownership tax for the debt and general fund, when it should reflect all revenue going to the general fund. Ms. Harris presented the 2022 Restated Audited Financials that reflects the correction, and she confirmed no other changes were made. After review, Director Espenlaub moved to approve the 2022 Restated Audited Financials; seconded by Director Combs. Motion passed unanimously.

#### 8. District Management Matters

- a. Discuss 4138 Foxchase Way Access Point: There was no discussion.

#### 9. Legal Matters

- a. Discuss Mail kiosk responsibility: The Board discussed the mail kiosk maintenance responsibility. Ms. Harris noted that USPS has changed their policy and now requires adjacent property owners to maintain the kiosks. The Board discussed installing security cameras at the mail kiosk and Director Stauch will reach out to ADT.
- b. Discuss Barn status: There was no discussion.
- c. Discuss Drone concern: President Heeter discussed concerns with a drone in the community. Ms. Harris explained there is nothing the District can do and recommended informing the community in the newsletter. Ms. Gardner discussed the laws regarding drones and potential crimes and recommended the homeowner call the police.
- d. Status of Monument Turnover from HOA to Metro: There was no discussion.

#### 10. Other Business

- a. Milam Road Chip Sealing Update: There was no discussion.
- b. Monument and Parking Lot Lighting Issues: There was no discussion.
- c. Disposal of Excess Furniture etc. Stored in Barn: There was no discussion.
- d. Discuss Community Engagement and Flying Horse North: There was no discussion.

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

#### 12. Adjournment: Director Combs moved to adjourn; seconded by Director Stauch. Motion passed unanimously at 1:45 p.m.

Respectfully Submitted,

*Rebecca Harris*

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By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 17, 2023 MINUTES OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT.