



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD NOVEMBER 21, 2023  
AT 6:00 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, November 21, 2023 at 6:00 p.m., at Cathedral Pines Lodge, 13975 Milam Rd, Colorado Springs, CO 80908 and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter  
Ecton Espenlaub  
Rick Stauch  
Kevin Combs  
Chris Meacham

Also in attendance were:

Rebecca Harris, WSDM District Managers  
Kevin Walker, WSDM District Managers  
Rylee DeLong, WSDM District Managers  
Laura Gardner, Gardner Law Firm

1. Call to Order: President Heeter called the meeting to order at 6:00 p.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: Director Espenlaub moved to approve the Agenda; seconded by Director Stauch. Motion passed unanimously.
4. Approval of Board Meeting Minutes - October 17, 2023 and October 26, 2023: Director Espenlaub clarified discussion in the October 17, 2023 Minutes regarding the Board planning to refinish the wood entrance and budgeting for it in 2024. After review, Director Espenlaub moved to approve the October 17, 2023 Minutes as amended and the October 26, 2023 Minutes; seconded by Director Stauch. Motion passed unanimously.
5. Financial Matters
  - a. Review and consider approval of Unaudited Financials through October 31, 2023: Ms. Harris presented the Unaudited Financials through October 31, 2023. After review, Director Stauch moved to approve the Unaudited Financials through October 31, 2023; seconded by Director Combs. Motion passed unanimously.
  - b. Review and consider approval of payables through the period ending November 21, 2023: The Board reviewed the payables through the period ending November 21, 2023. After

- review, Director Meacham moved to approve the payables through the period ending November 21, 2023; seconded by Director Combs. Motion passed unanimously.
- c. Review and consider approval for 2024 Landscape Maintenance Proposals: Director Stauch provided a detailed review of the three proposals for 2024 Landscape Maintenance and recommended the proposal from LandTech Landscape Maintenance. The Board discussed negotiating a lower rate with LandTech Landscape Maintenance. Director Meacham moved to authorize Director Stauch to move forward with LandTech Landscape Maintenance subject to negotiation; seconded by Director Combs. Motion passed unanimously.
    - i. Brightview Landscaping, LandTech Landscape Maintenance, A Cut Above Lawn Service
  - d. Review and consider approval for 2024 Solitude Lake Management proposal: Ms. Harris presented the 2024 Solitude Lake Management proposal for pond maintenance. The Board discussed that the water feature pools need to be included in the proposal and requested a separate estimate for maintenance options of the Vessey ponds. Ms. Gardner noted she would need to review the contract prior to Board approval. The Board agreed to budget for and not to exceed \$4,500 for pond maintenance. Director Espenlaub moved to approve the 2024 Solitude Lake Management proposal subject to the cost not to exceed \$4,500, clarification on areas of coverage, and review by legal counsel; seconded by President Heeter. Motion passed unanimously.
  - e. Conduct a Public Hearing on the 2023 Budget Amendment and 2024 Budget: Director Espenlaub opened the public hearing on the 2023 Budget Amendment and 2024 Budget; seconded by Director Stauch. Motion passed unanimously. After no public comment, the public hearing was closed.
    - i. Review and consider approval for Resolution to Adopt 2023 Budget Amendment and 2024 Budget: Ms. Harris explained the new legislation that reduces assessed valuations by \$50,000 and lowers the residential assessment rate to 6.7% which does impact the District's tax revenue for the debt service fund. The Board discussed the mill levy for 2024 and how the new legislation could impact the District's tax revenue. Director Combs moved to approve the mill levy being modified and adjusted by WSDM based on the final assessed valuations; seconded by Director Stauch. Motion passed unanimously.

The Board reviewed the proposed 2024 Budget. The Board discussed the Lodge Management line item and agreed to increase to \$42,000. After review, Director Espenlaub moved to approve the 2024 Budget as amended with the increase of Lodge Management to \$42,000; seconded by Director Stauch. Motion passed unanimously.

Ms. Harris presented the Resolution to Adopt the 2023 Budget Amendment. The 2023 Budget Amendment is due to total expenses being over what was budgeted for and does not account for grant revenue received. After review, Director Stauch moved to approve the 2023 Budget Amendment; seconded by Director Meacham. Motion passed unanimously.

## 6. Landscaping Issues

- a. Wells and Water Use Discussion: Director Espenlaub discussed the wells and water use and confirmed the District was well within the allotments based on the reports. Ms. Harris will follow up with the water engineers.
- b. Irrigation Project Update: There was no update.
- c. Status of Irrigation Grant: Ms. Harris reported that the second grant was awarded for

\$10,000 and funds will be received by end of the year.

7. Lodge Management Update

- a. Review October Lodge Report: There was no update.
- b. Discuss Exterior Varnish: There was no update.
- c. Discuss Community Vendor List for Lodge: There was no update.

8. Legal Matters

- a. Discuss Barn status: Ms. Gardner explained the area would need to be rezoned if the Board decided to use the barn for a commercial purpose. The Board tabled this item.
- b. Status of Monument Turnover from HOA to Metro: President Heeter will follow up with Mr. Ehlers with the HOA.
- c. Discuss and determine the 2024 Board Meeting Schedule: The Board scheduled the 2024 Board meetings for the third Tuesday of every month at 9:00 a.m. except the February and November meetings will be held at 6:00 p.m.
- d. Review and consider approval of Annual Administrative Resolution: After review, Director Stauch moved to approve the 2024 Annual Administrative Resolution; seconded by Director Meacham. Motion passed unanimously.
- e. Discuss website compliance and WCAG 2.1 AA Requirements for ADA Compliance: Ms. Harris informed the Board of new WCAG 2.1 AA requirements for ADA compliance on district websites that go into effect July 2024.
- f. Review and consider approval of the WSDM Engagement Letter: Ms. Harris presented the WSDM Engagement Letter. After review, Director Stauch moved to approve the WSDM Engagement Letter; seconded by Director Combs. Motion passed unanimously.
- g. Review and consider approval of BiggsKofford 2023 Audit Engagement Letter: Ms. Harris presented the BiggsKofford 2023 Audit Engagement Letter. After review, Director Combs moved to approve the 2023 BiggsKofford Audit Engagement Letter; seconded by President Heeter. Motion passed unanimously.

9. Other Business

- a. Discuss 4138 Foxchase Way Access Point and Survey Proposals: Mr. Walker noted he has received one proposal and is still waiting on additional proposals.
- b. Disposal of Excess Furniture, etc. Stored in Barn: The Board discussed and agreed to the disposal of the broken excess furniture and old items.

10. Public Comment: A member of the public suggested that the Board reach out to various companies in the community and in Colorado Springs to advertise the Lodge for team-building and executive off-site conference space.

The Board discussed and directed WSDM to increase the excess liability insurance coverage from \$3 Million to \$5 Million for the Lodge. It is not anticipated that this change will cost substantially more than the current premium.

11. Adjournment: The Board canceled the December Board meeting. The next regular meeting is scheduled for January 16, 2024 at 9:00 a.m. Director Combs moved to adjourn the meeting; seconded by President Heeter. Motion passed unanimously at 8:00 p.m.

Respectfully Submitted,

*Rebecca Harris*

By: Rebecca Harris, District Manager

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