



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD JANUARY 16, 2024  
AT 9:00 A.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, January 16, 2024 at 9:00 a.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:

Kevin Walker, WSDM District Managers  
Rebecca Harris, WSDM District Managers  
Rylee DeLong, WSDM District Managers  
Shalece Buchholtz, VenQ  
Travis Mark, TWM  
Kristi Correa

1. Call to Order: President Heeter called the meeting to order at 9:00 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: Director Stauch added a brief discussion on security at the mail kiosk under 11. Other Business. Director Espenlaub moved to approve the Agenda as amended; seconded by Director Combs. Motion passed unanimously.
4. Approval of Board Meeting Minutes - November 21, 2023: Director Espenlaub moved to approve the November 21, 2023 Meeting Minutes; seconded by Director Combs. Motion passed unanimously.
5. Financial Matters
  - a. Review and consider approval of Unaudited Financials through December 31, 2023: The Board reviewed the Unaudited Financials through December 31, 2023. After review, President Heeter moved to approve the Unaudited Financials through December 31, 2023; seconded by Director Combs. Motion passed unanimously.
  - b. Review and consider approval of payables through the period ending January 9, 2024: The Board reviewed the payables through the period ending January 9, 2024. After review,

- Director Combs moved to approve the payables with the addition of the invoice for the parking lot lights timer; seconded by Director Espenlaub. Motion passed unanimously.
- c. Status of Mill Levy and Changes to Property Tax Laws/Impact Upon Metro Operating Budget: Mr. Walker discussed the new legislation that passed in special session that impacts property taxes. He explained that each individual home will receive a \$55,000 deduction from the market value and reduced the assessed valuation by roughly 6%. The District's 2024 Budget reflects the projected 10% reduction in property tax revenue.
  - d. Review and ratify 2024 Landscape Maintenance and Snow Removal Contracts and Proposals: Director Stauch provided a detailed review of the LandTech 2024 landscape maintenance and snow removal contract and noted that he was able to negotiate the landscape maintenance rate down to just over \$40,000 from \$45,000. Director Stauch discussed the storage shed that is for lease and noted that A Cut Above has expressed interest in continuing the lease at the increased rate of \$1,000 monthly. LandTech has been offered the space but has not followed up. The Board directed WSDM to draft a letter agreement with a month-to-month and 30-day notice option for A Cut Above. The Board discussed snow removal and the option of a single pass with the plow to save money.
6. Lodge Update
- a. Review December Lodge Report: Mr. Mark provided a report on the Lodge website and noted an increase in traffic and that the website has been ranked top 3 for wedding venues in Colorado Springs by WeddingRule.com. Ms. Buchholtz presented the December Lodge Report.
  - b. Discuss 2024 Business/Bridal Marketing Plans: Mr. Mark and Ms. Buchholtz discussed 2024 business and bridal marketing plans as well as new marketing for celebrations of life.
  - c. Parking Lot Lights – Move to Timer vs. Solar: There was no discussion.
7. Discuss Board Objectives for 2024: The Board reviewed the 2023 Board Objectives that were created last January and discussed the items that have already been accomplished. The Board will send ideas for 2024 Objectives to WSDM to be drafted for presentation at the February meeting.
8. Annual Meeting Discussion
- a. Assignment of Presentation Responsibilities: The Board discussed and assigned presentation responsibilities.
  - b. 5:00 PM Meet and Greet with Residents: The annual meeting is scheduled for Tuesday, February 20, 2024, at 6:00 p.m. with the meet and greet with residents before the meeting at 5:00 p.m.
  - c. Menu: The Board discussed the menu.
  - d. Rehearsal Date: The Board decided against a rehearsal.
  - e. Eliminate Online Questions: The Board discussed and agreed to allow online questions by chat only to eliminate disruption to the meeting.
9. Landscaping Issues:
- a. Wells and Water Use Discussion: Director Espenlaub reported on the wells and water use issue. He discussed repairs done to the valve and controller at the Lodge.
  - b. Irrigation Project Update: Director Espenlaub discussed an issue of water coming out of the main line for two months that may indicate the Milam well was running constantly or an open pipe underground. The Board discussed the asphalt is caved in where the road was dug

up for pipe placement by 101 Landscaping. 101 Landscaping believes the issue is with the County's chip seal.

- c. Dog Waste Stations Discussion: The Board discussed the option of installing dog waste stations to be maintained by the landscapers. WSDM will research the maintenance costs and Mrs. Correa and Director Espenlaub will determine locations for them to be installed. Director Stauch will ask LandTech how much it would cost for maintenance.
- d. Decorative Benches Along Trail Discussion: The Board discussed the idea of installing decorative memorial benches along the trail and the option for residents to purchase them.

10. Legal Matters

- a. Discuss Barn status: There was no additional discussion.
- b. Status of Monument Turnover from HOA to Metro: President Heeter noted this item is being worked on by District legal counsel and the HOA President. They are working on finding the original documentation that references when the monument was transferred from the HOA to District.
- c. Mr. Walker discussed communication from Bulls Eye Plumbing regarding an estimate they billed the District. They were called out to provide an estimate for a repair but never disclosed there was a charge for the estimate. They billed the District \$145, and it is now in collections. The Board directed Mr. Walker and WSDM to resolve and negotiate the bill with Bulls Eye Plumbing.

11. Other Business

- a. Discuss 4138 Foxchase Way Access Point and Survey Proposals: Mr. Walker noted he has not received any additional bids. Director Espenlaub moved to authorize Mr. Walker to schedule the Survey for Spring when the weather is appropriate.
- b. Disposal of Excess Furniture etc. Stored in Barn: The Board discussed the disposal of excess furniture at a consignment store or donation.
- c. Community Survey with HOA: The Board discussed the HOA community survey conducted by Warren Management.
- d. Board Member feedback process through Kevin Walker: The Board discussed the board member feedback process through WSDM and Kevin Walker.
- e. Security at the Mail Kiosk: Director Stauch discussed an iron cage and fence security option for the mail kiosks. It was presented to the local USPS Supervisor, and they agreed to work together with the District. Director Stauch will pursue quotes.

12. Public Comment: There was no public comment.

13. Adjournment: The Board unanimously adjourned the meeting at 11:00 a.m.

Respectfully Submitted,

*Rebecca Harris*

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 16, 2024 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.