



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD MARCH 19, 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 Wednesday, March 19, at 9:00 a.m., 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

1. Call to Order: President Heeter called the meeting to order at 9:05 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: The Board approved the Agenda as presented.
4. Approval of Board Meeting Minutes from January 16, 2024, February 20, 2024, and Special Meeting Minutes of February 28, 2024: After review, Director Espenlaub moved to approve the Meeting Minutes, with the spelling correction, from January 16, 2024, February 20, 2024, and February 28, 2024; seconded by Director Combs. Motion passed unanimously.
5. Financial Update
  - a. Review and consider approval of Unaudited Financials through February 29, 2024: Ms. Harris presented the Unaudited Financials through February 29, 2024. After review, Director Espenlaub moved to approve the Unaudited Financials through February 29, 2024; seconded Director Combs. Motion passed unanimously.
  - b. Ratify and consider approval of payables through the period ending March 19, 2024: Ms. Harris presented the payables through the period ending March 19, 2024 and added additional payables for reimbursements to President Heeter, for Lodge supplies and mailbox kiosk expense. After review, Director Meacham moved to approve the payables through the period ending March 19, 2024; seconded by Director Combs. Motion passed unanimously. President Heeter moved to ratify February payables; seconded by Director Combs. Motion passed unanimously.

- c. Availability of State Grants to assist in completion of landscaping plan in 2024: Ms. Harris noted she is looking for State grants that the District could potentially qualify for to assist with the landscaping plan, as of right now there are none.
6. Lodge Management Update
- a. Review February Lodge Report: The Board reviewed the February Lodge Report. The Lodge has currently \$105,000 in bookings for 2024.
  - b. Discuss 2024 Business/Bridal Marketing Plans: The Board discussed business and bridal events and marketing plans for 2024 including cross-marketing with local jewelry companies for engagement events.
  - c. Parking Lot Lights (timer versus solar): The Board discussed the timer for the parking lot lights. President Heeter will continue to research options.
  - d. Asphalt sealing and stripping: The Board discussed the need for asphalt sealing and stripping on the parking lot. Ms. Harris noted she is working on getting proposals.
  - e. Review and consider approval for Varnish Proposals: Ms. Harris presented three proposals to revarnish the beams at the Lodge. After review, the Board requested WSDM to negotiate a lower rate for revarnishing just the beams on the Done Right Painting and Construction proposal and clarify the warranty details.
  - f. Discuss Event Insurance Options again: Ms. Harris discussed the management issues with the District providing event insurance and recommended the renters continue to be responsible for providing event insurance when warranted. The Board directed Ms. Harris to investigate the cost of additional coverage for events and check with legal counsel on additional language in our contracts.
  - g. Discuss Wi-Fi Issues: The Board discussed reports of Wi-Fi bandwidth issues and no service at the Lodge during events. Director Meacham will coordinate with Stratus IQ and Magnolia.
7. Discuss Board Objectives for 2024: The Board tabled this item.
8. Annual Meeting Recap
- a. Discuss moving the annual meeting to March 2025: The Board discussed and agreed to tentatively schedule the 2025 annual meeting for February 25, 2025.
9. Landscaping Matters
- a. Discuss and determine possible Chipping Event Dates for Spring and Fall: The Board scheduled the Spring Chipping Event for May 28 – May 31, and the Fall Chipping Event will be scheduled for the week of September 30<sup>th</sup>. The Board scheduled the barn cleanup for September 21<sup>st</sup>.
  - b. Landscape Project and RFP Update: Ms. Harris reported that the landscape project RFP was distributed to six different landscape companies, and all have replied with interest in taking on the project. One proposal was already received from 101 Landscaping for just under \$90,000. The RFP deadline is in April before the next Board meeting.
  - c. Review and Discuss Pond Maintenance Proposal: The Board reviewed the pond maintenance proposal and requested clarification on the details.
  - d. Discuss LandTech snow removal costs: The Board discussed that the LandTech snow removal costs have been higher than anticipated and will monitor the time that is being billed for.
  - e. Dog Waste Stations Locations and Consider Approval to Purchase: The Board discussed the

dog waste station locations. President Heeter moved to approve the purchase of up to 4 dog stations for a total cost not to exceed \$1000. After discussion, the Board decided to confirm additional details and information before considering a formal motion.

- f. Decorative Benches Along Trail Update: President Heeter reported that two people have committed to purchasing a bench.

10. Community Matters

- a. Discuss Mailbox Repair status: The Board discussed the mailbox repair status and options for mailbox security.
- b. Mailbox Security Committee Update: Director Stauch discussed the committee meeting that was held last week where security options and proposals were reviewed. The next step would be to get the design plans approved by USPS.
- c. Discuss status of monument lighting: The Board discussed that all of the monument lights have had to be replaced except for one.

11. Legal Matters

- a. Review and consider approval for Survey Proposals: Ms. Harris presented three proposals for the survey. After review, President Heeter moved to approve the low-cost survey proposal for \$500; seconded by Director Stauch. Motion passed unanimously.
- b. Review and Discuss IGA agreement with El Paso County Pond Maintenance: Ms. Harris discussed the IGA agreement with El Paso County for pond maintenance. Once drafted, the IGA will be reviewed by legal counsel.

12. Other Business

- a. Discuss status of sale of various items (Lodge Chairs, Movie Screen, Storage Rack): President Heeter discussed the status of selling various items including the old chairs and using the proceeds to purchase new chairs.
- b. Community Survey with HOA: President Heeter presented draft community survey questions. Ms. Harris noted that WSDM can distribute the survey at no cost.
- c. Joint HOA/ Metro calendar of community events: The Board discussed the joint HOA and District calendar of community events and noted the dates just need to be finalized.
- d. Board Member feedback process through Kevin W.: President Heeter noted he would like to schedule a time to provide general feedback to Mr. Walker.

13. Public Comment: There was no public comment.

14. Adjournment: Director Stauch moved to adjourn the meeting at 11:15 a.m.; seconded by Director Combs. Motion passed unanimously.

Respectfully Submitted,

*Rebecca Harris*

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By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 19, 2024 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.