



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD April 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, April 16, at 9:00 a.m., virtually via video/teleconference.

In attendance were Directors:

Bill Heeter  
Ecton Espenlaub  
Rick Stauch  
Kevin Combs  
Chris Meacham (Absent)

Also in attendance were:

Kevin Walker, WSDM District Managers  
Rebecca Harris, WSDM District Managers  
Rylee DeLong, WSDM District Managers  
Laura Gardner, The Gardner Law Office  
Kristi Correa  
Bill Parzybok

1. Call to Order: President Heeter called the meeting to order at 9:03 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 to add a discussion on picnic tables. Director Espenlaub moved to approve the agenda. President Heeter seconded the motion. Motion passed unanimously.
4. Approval of Board Meeting Minutes from March 19, 2024: After review, President Heeter moved to approve the meeting minutes from March 19, 2024. Director Espenlaub seconded the motion. Motion passed unanimously.
5. Financial Update
  - a. Review and consider approval of Unaudited Financials through March 31, 2024: Ms. Harris presented the Unaudited Financials through March 31, 2024. After review, Director Stauch moved to approve the Unaudited Financials through March 31, 2024; seconded by President Heeter. Motion passed unanimously.
  - b. Ratify and consider approval of payables through the period ending April 16, 2024: Ms. Harris presented the payables through the period ending April 16, 2024. After review, Director Espenlaub moved to approve the payables through the period ending April 16, 2024; seconded by President Heeter. Motion passed unanimously.

6. Lodge Management Update

- a. Review February Lodge Report: President Heeter updated the Board on Lodge activity and bookings.
- b. Discuss improved: No discussion was had.
- c. Review and consider approval for Asphalt Sealing: Ms. Harris presented three proposals for Asphalt sealing. After Board discussion, President Heeter motioned to fully approve C & H Asphalt's proposal with the caveat that the board will discuss the trenches in the street with 101 Landscaping. Director Stauch seconded the motion. Motion passed unanimously.
- d. Review and consider approval for additional Varnish Proposals: Mrs. Harris discussed the additional sides of the Lodge will be presented at the next meeting. President Heeter motioned to approve the updated varnish proposal for the Main Lodge Entrance. Director Stauch seconded the motion. Motion passed unanimously.
- e. Review and consider approval of Window Cleaning Proposal: Ms. Harris discussed window cleaning options with the board. After Board discussion, President Heeter motioned to approve EE Cleaning's proposal. Director Espenlaub seconded. Motion passed unanimously.
- f. Discuss Event Insurance: Ms. Harris clarified for the Board the Metropolitan District would have to coordinate \$100 for each event that required coverage. The Board discussed and agreed that lodge renters would have to set up Event Insurance if they had alcohol at their events without a licensed bartender, blow-ups, petting zoos, etc., if they want to use the space; otherwise no special insurance would be required. The Board direct WSDM to work with Legal Counsel on making sure contract language is adequate.
- g. Discuss Wi-Fi Issues: The Board discussed reports of Wi-Fi bandwidth issues and no service at the Lodge during events. Stratus IQ required the system so no more issues should occur.
- h. Review Incentive Plan Proposal for Lodge Manager: Director Combs discussed developing an incentive plan for the Lodge Manager with the board. Director Combs sent a proposal to President Heeter; The Board decided to postpone the decision until President Heeter has a chance to review it and the entire board could be present for the discussion.

7. Landscaping Matters

- a. Review and consider approval for Landscape Project Proposals: Ecton presented four landscaper proposals to finish the Milam medians. President Heeter made a motion to move forward with Landtech's proposal, with the provision that there will be no changes to the current irrigation system, a comprehensive plan will be worked on with Director Espenlaub, and a not to exceed \$75,000. Director Stauch seconded the motion. Motion passed unanimously.
- b. Review and Discuss with Solitude Lage Mgmt. Regarding Vessey Ponds:
  - Review and Discuss Pond Maintenance Proposal: Ms. Harris discussed the proposal for annual maintenance of the ponds with the board. After review, the board decided to receive a separate quote for only cleaning up the cattails at the Vessey pond.
  - Review and consider acceptance for Fish Stocking Contract: The board reviewed the Fish Stocking Contract and agreed to hold off on fish stocking for now.
- c. Review and consider approval of Dog Waste Stations: Ms. Harris and Director

Stauch Presented Landtech's proposal for installing five pet stations on the trails. After discussion, the board directed WSDM and Director Stauch to get a revised proposal and understanding of the additional maintenance cost from LandTech.

- d. Decorative Benches Along Trail Update: The board discussed creating a sign-up for residents interested in purchasing a bench. The Board directed WSDM to work with Legal Counsel on constructing the agreement between purchaser and the District.
  - e. Chipping Sign-Up Update: Ms. Harris and the board discussed the update on the chipping event which is scheduled to begin on May 28.
  - f. Discussion on Picnic Tables: President Heeter discussed the idea of having a couple of picnic benches around the pond. After discussion the board decided not to pursue the Picnic Tables at this time.
8. Community Matters
- a. Review and consider approval of Parcel Locker replacement: Ms. Harris presented proposals for replacement of the three Parcel Lockers to be covered by the driver's insurance company less our deductible. After discussion, the board noted the high cost of the proposal, but the need to repair. Director Espenlaub made a motion to approve the proposal. President Heeter seconded the motion. Motion passed unanimously.
  - b. Mailbox Security Committee Update: The board discussed meeting with USPS regarding a security fence around the Mailbox Kiosk. Mrs. Harris noted to the Board that Rita with USPS plans to review the Kiosk in person this Thursday between 12:00 pm and 1:00 pm.
9. Legal Matters
- a. Review and Discuss IGA agreement with El Paso County Pond Maintenance: Ms. Gardner and Mrs. Harris gave an update on edits made by legal.
10. Other Business
- a. Status of sale of various items (Lodge, Chairs, Movie Screen, Storage Rack): President Heeter and Mrs. Harris updated the board on the sale status. President Heeter proposed hanging the larger screen currently at the Shed outside of the Lodge for use during Film Festivals, etc instead of selling it as there has been little interest from buyers.
  - b. Community Survey Results: The board discussed the survey results and highlighted the main concerns of County Roads vs. Metropolitan responsibility. President Heeter will draft a response to the issues to be reviewed by WSDM and the Board before distribution to our residents.
  - c. Board Member feedback process through Kevin Walker: Mr. Walker will meet with Board members for feedback.
11. Public Comment: There was no public comment.
12. Adjournment: President Heeter moved to adjourn the meeting at 11:18 a.m.; seconded by Director Stauch. Motion passed unanimously.

Respectfully Submitted,

*Rebecca Harris*

By: Rebecca Harris, District Manager