



**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD MAY 27, 2024, AT 1:00 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Monday, May 28, at 1:00 p.m., virtually via video/teleconference.

In attendance were Directors:

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

Also in attendance were:

Rebecca Harris, WSDM District Managers

1. Call to Order: President Heeter called the meeting to order at 1:00 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: President Heeter requested to add a discussion on board member resignation. Board agreed to move forward with the agenda with the added discussion.
4. Approval of Board Meeting Minutes from April 16, 2024: After review, Director Stauch moved to approve the meeting minutes from April 16, 2024. Director Espenlaub seconded the motion. Motion passed unanimously.
5. Financial Update
  - a. Review and consider approval of Unaudited Financials through April 30, 2024: Ms. Harris presented the Unaudited Financials through April 30, 2024. After review, President Heeter moved to approve the Unaudited Financials through April 30, 2024; seconded by Director Stauch. Motion passed unanimously.
  - b. Ratify and consider approval of payables through the period ending May 21, 2024: Ms. Harris presented the payables through the period ending May 21, 2024. After review, Director Espenlaub moved to approve the payables through the period ending May 21, 2024; seconded by President Heeter. Motion passed unanimously.

6. Lodge Management Update
  - a. Review April Lodge Report: President Heeter updated the Board on Lodge activity and bookings.
  - b. Update on Timing of Asphalt Work: President Heeter discussed the asphalt work that will be done from July 8th to 15<sup>th</sup>.
  - c. Review and consider approval for additional Varnish Proposals: Ms. Harris discussed with the board the proposals for varnishing additional sides. After the board's review and discussion, President Heeter moved to accept the proposal for varnishing the south side of the lodge only, excluding the window trim; seconded by Director Stauch. Motion passed unanimously.
  - d. Discussed A/C Units and consider approval of proposal: The board discussed the three proposals for replacing the irreparable A/C Units. The board decided to have President Heeter give his recommendations for which unit they would like to approve by the end of the week.
7. Review of Survey Results and Response to Community: The board discussed the Survey Results and Responses. No action was taken.
8. Landscaping Matters
  - a. Update on Status of Milam Median Landscaping: Director Espenlaub updated the board on the status of landscaping the Milam Median regarding water flowing to the vegetation.
  - b. Discuss future landscaping projects: Director Stauch discussed proposals for the annuals by the lodge, removing rock, maintenance, and tree installation. After review, President Heeter made a motion to proceed with approval of the planter boxes in front of the lodge as proposed and not to exceed the amount given on the proposal; seconded by Director Stauch. Motion passed unanimously. Additionally, President Heeter made a motion to approve Landtech's proposal for the flower beds in the back of the lodge with a not to exceed as quoted; seconded by Director Stauch. Motion passed unanimously.
  - c. Review and consider approval of Cattail/ Brush removal from Vessey Pond: Ms. Harris presented the proposal to remove the cattail and brush from Vessey Pond. After review, President Heeter made a motion to accept Solitudes proposal to remove the cattails with a not to exceed \$1,970.00; seconded by Director Combs. Motion passed unanimously.
  - d. Review and consider approval of Dog Waste Stations and Maintenance: After review, President Heeter made a motion to authorize the expenditure of no more than \$1,000 for four dog stations to be installed in the community along the trail; seconded by Director Stauch. Motion passed unanimously.
  - e. Chipping Sign-Up Update: Ms. Harris reported Chipping Event Sign Up to the board.
9. Community Matters
  - a. Review of Parcel Locker Replacement: The board reviewed adding the replacement of the Parcel Lockers and the process to be completed soon.
  - b. Mailbox Security Committee Update: Director Stauch and Director Espenlaub discussed potential lock options for the fence.
10. Legal Matters
  - a. Review and consider the adoption of the Detention Pond Maintenance Agreement with El Paso County: After reviewing the agreement, President Heeter made a motion to adopt the Detention Pond Maintenance Agreement with El Paso County pending the county performing a current inspection and clean up to be in compliance; seconded by Director Stauch. Motion passed unanimously.

- b. Review and Discuss 4120 Foxchase Way survey results and next steps: After discussion, Director Espenlaub moved to have legal counsel draft an agreement between the owner and district for the use and access of the roads in order to maintain the detention ponds; seconded by Director Stauch. Motion passed unanimously.
  - c. Review and Approve Agreement Transferring Monuments: Director Espenlaub made a motion to approve the Agreement of Transferring Monuments; seconded by Director Stauch. Motion passed unanimously.
11. Other Business
- a. Board Member feedback process through Kevin W: No discussion was had.
  - b. Resignation of Director Meachum: The board decided to table any discussion until the next board meeting.
12. Public Comment: There was no public comment.
13. Executive Session §24-6-402(4)(e), C.R.S., - To review and discuss the Lodge Manager Incentive Plan: Director Espenlaub made a motion to enter in Executive Session per state statute 24-6-402(4)(e) to review and discuss the lodge management manager incentive plan at 2:43 p.m.; seconded by President Heeter. Motion passed unanimously.
- a. Executive Session ended at 2:49 p.m. Director Stauch made a motion to approve the Lodge Manager Incentive Compensation Package. Seconded by Director Espenlaub. Motion passed unanimously.
14. Adjournment – Director Stauch motioned to adjourn the meeting at 2:54 p.m.; seconded by Director Stauch. Motion passed unanimously.

Respectfully Submitted,

*Rebecca Harris*

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By: Rebecca Harris, District Manager