

**MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD JULY 23, 2024, AT 1:00 P.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, July 23, at 1:00 p.m., at 13975 Milam Rd, Colorado Springs, CO and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter  
Ecton Espenlaub  
Rick Stauch  
Kevin Combs

Also in attendance were:

Rebecca Harris, WSDM District Managers  
Beth Diana, WSDM District Managers  
Sue Gonzales, WSDM District Managers  
Chris Jorgensen, BiggsKofford  
Laura Gardner, Legal Counsel

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. Discuss Director Meacham Resignation and Board Vacancy
  - a. Establish Interview Committee: Director Espenlaub moved to accept Director Meacham's resignation from the Board; seconded by Director Stauch. Motion passed unanimously. The vacancy on the Board will be advertised via email blast and a notice posted on the website. The Board established an Interview Committee of Directors Stauch and Combs.
4. Approval of Agenda: President Heeter moved to approve the Agenda as written; seconded by Director Combs. Motion passed unanimously.
5. Approval of Board Meeting Minutes from June 18, 2024: After review, President Heeter moved to approve the meeting minutes from June 18, 2024 as presented; seconded by Director Espenlaub. Motion passed unanimously.
6. Financial Update
  - a. Review and consider adoption of the Resolution to Amend 2023 Budget: Director Espenlaub moved to open the public hearing on the Resolution to Amend the 2023 Budget; seconded by Director Combs. Motion passed unanimously. After no public comment, the public hearing was closed. After review, Director Espenlaub moved to adopt the Resolution to Amend 2023 Budget; seconded by President Heeter. Motion passed unanimously.

- b. Review and consider acceptance of the 2023 Presented Audited Financials: Mr. Jorgensen with BiggsKofford presented a detailed review of the 2023 Audited Financial Statements. The Auditors are providing an unmodified, unqualified opinion which reflects a clean audit, and no issues were found. After review, Director Combs moved to accept and approve the 2023 Audited Financials as presented; seconded by Director Espenlaub. Motion passed unanimously.
  - c. Review and consider approval of Unaudited Financials through June 30, 2024: Ms. Harris presented the Unaudited Financials through June 30, 2024. The Board discussed having the income for repairs associated with mail box damage insurance claim re-allocated towards the expenses account that the funds are deducted from. After review, Director Stauch moved to approve the Unaudited Financials as amended through June 30, 2024; seconded by Director Combs. Motion passed unanimously.
  - d. Ratify and consider approval of payables through the period ending July 16, 2024: Ms. Harris presented the payables through the period ending July 16, 2024 and the Board reviewed and added reimbursements for Bill Heeter for signs and monument lights of \$49, \$29, and \$694.15 for payables for reimbursements. Director Ecton added reimbursements for sprinkler replacement of \$506.76. Director Espenlaub moved to approve the payables as amended through the period ending July 16, 2024 as amended; seconded by Director Combs. Motion passed unanimously.
7. Lodge Management Update
- a. Review June Lodge Report: President Heeter presented the June Lodge Report and noted continued issues with the Wi-Fi.
  - b. Review Updated Lodge Website Designs: President Heeter noted there is a shortened marketing video on the website and really likes the new look and design.
  - c. Update on A/C Units: President Heeter reported the large A/C unit was replaced and the smaller A/C issue ended up being a mislabeled fuse.
  - d. Update on Lodge Varnishing of South Side: Ms. Harris reported one day of work has been completed but noted scheduling issues with events and varnishing. The varnishing will be finished in early August.
  - e. Review of Asphalt Work: Ms. Harris reported the striping and sealing will be finished at the end of July. The Board discussed the milling by the County and noted trenching issues and sinking.
  - f. Lighting of Lodge Entrance and Monuments: President Heeter noted there is a bad timer on the parking lot lights that will be replaced at no charge and is covered under warranty.
8. Landscaping Matters
- a. Update on Status of Milam Median Landscaping: Director Espenlaub provided an update on the Milam median landscaping and irrigation. The Board discussed wanting a reimbursement of \$10,000 for repairs due to faulty parts used by 101 Landscaping and missing decorative boulders for the median. The Board agreed to discuss this item further in Executive Session.
  - b. Discuss landscaping around mailboxes in relation to new enclosure: Director Stauch noted the asphalt work has been completed. The Board reviewed the proposal for landscaping around the new enclosure. The Board discussed security regarding the parcel boxes and enclosure.
  - c. Review and consider approval of Tree Removal and Deep Root Fertilization: Director Stauch presented the proposal for tree removal and deep root fertilization from LandTech. After

review, Director Combs moved to approve the tree removal and deep root fertilization proposal not to exceed the bid price; seconded by Director Stauch. Motion passed 3-1 with Director Espenlaub voting against.

- d. Review and ratify approval of Electrical Trenching and Tree installation: After review, Director Espenlaub moved to ratify approval of electrical trenching and tree installation; seconded by Director Combs. Motion passed unanimously.

9. Community Matters

- a. Review and consider approval for Mail Kiosk stonework: The Board discussed the insurance claim for the damage to mail kiosk stonework. Ms. Harris will clarify with the insurance. President Heeter moved to approve the proposal from Holladay Grace for the mail kiosk stonework; seconded by Director Stauch. Motion passed unanimously.
- b. Mailbox Security Committee Update: There was no additional discussion.
- c. Update on Dog Waste Stations: Director Espenlaub provided an update on the dog waste stations and their locations.

10. Legal Matters

- a. Review and consider approval of Lodge Incentive Contract: Ms. Gardner presented the updated Lodge Incentive Contract and discussed updated Contractor versus employee policies. Ms. Gardner recommended Ms. Buchholtz obtain a trade name to resolve any potential issue. Ms. Gardner will make the changes to the contract language as discussed.

11. Other Business: There was no discussion.

12. HOA Board Update

- a. Discuss 4120 Foxchase Way access point: The Board discussed the 4120 Foxchase Way access point. The homeowner agreed to remove the section of gravel that goes to the driveway. A dirt road will be left behind and a divider will be landscaped to show division between private property and District property. The Board discussed and agreed to not get involved with the driveway construction nor contribute funds to remediate the access point.

13. Public Comment: There was no public comment.

14. Executive Session §24-6-402(4)(a), C.R.S.

- a. Receive legal advice on Contract with 101 Landscaping: Director Espenlaub moved to enter Executive Session pursuant to §24-6-402(4)(a), C.R.S., to receive legal advice on contract with 101 Landscaping; seconded by Director Stauch. Motion passed unanimously at 3:34 p.m. Director Stauch moved to leave Executive Session at 2:46 p.m.; seconded by President Heeter. Motion passed unanimously.

15. Adjournment: Director Stauch moved to adjourn the meeting at 3:47 p.m.; seconded by Director Combs. Motion passed unanimously.

Respectfully Submitted,

*Rebecca Harris*

By: Rebecca Harris, District Manager