

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT WAS
HELD MARCH 26, 2025 AT 9:00 AM**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Wednesday, March 26, at 9:00 a.m., at 13975 Milam Rd, Colorado Springs, CO and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Rick Stauch (attended via teleconference)
Kevin Combs (attended via teleconference)
Scott Gassen

Also in attendance were:

Rebecca Harris, WSDM District Manager
Laura Gardner, Gardner Law

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: Director Espenlaub moved to approve the Agenda; motion was seconded by Director Gassen. Motion passed unanimously.
4. Approval of Board Meeting Minutes: Director Stauch moved to approve the meeting minutes from January 21, 2025 and February 18, 2025; motion was seconded by Director Gassen. The motion passed unanimously.
5. Financial Update:
 - a. Review and consider approval of Unaudited Financials through February 28, 2025: Ms. Harris presented the unaudited financials through February 28, 2025. After discussion, Ms. Harris confirmed she will move Office Expense to the correct category. Director Espenlaub moved to approve the Unaudited Financials through February 28, 2025, as amended; motion was seconded by Director Combs. Motion passed unanimously.
 - b. Ratify and consider approval of payables through the period ending March 18, 2025: After discussion, President Heeter moved to ratify the approval of February payables; seconded by Director Gassen. Motion passed unanimously. After discussion, Director Stauch motioned to approve the March payables; seconded by Director Gassen. Motion passed unanimously.
 - c. Status on application for Credit Card: Ms. Harris explained to get a credit card for the Metropolitan District a director will need to associate their social security number and personal information with it. After discussion the Board agreed to table this decision.
6. 2025 Budget and Mill Levy Discussion:
 - a. Recap of Capital Spending Plan for 2025-ALL: Ms. Harris reviewed the planned 2025 capital

expenses. Highlighted the Board will be saving some money on the Budget as the Bridal and Groom suites were less than anticipated, the Benches for the Lodge will be less than anticipated, and the mail kiosk fencing won't be spent this year.

7. Lodge Management Update:

- a. Review February Lodge Report: President Heeter provided an update.
- b. Review of Bride and Groom's Rooms: President Heeter provided an update on the Bridal and Groom suite completed upgrade.
- c. Discuss permanent tree lights for Lodge: Board discussed different options for tree lighting including uplighting versus the wrap and how to get electrical to the trees. After discussion the board decided Director Stauch will research more options and costs, President Heeter will let Russel Williams know we are still discussing, and Ms. Harris will send additional contractor information to Director Stauch.
- d. Status of Lodge Manager 2025 Independent Contractor's Agreement and 2025 Incentive Plan: President Heeter and Ms. Harris are working on finishing up the final details and signatures for the contract.

8. Landscaping Matters:

- a. Update on water leak outside Lodge entrance: The board discussed concerns about the asphalt sinking where the pipe was repaired. Director Espenlaub commented he plans to get more asphalt to lay there.

Director Espenlaub informed the board that he had told the landscapers to wait until May to turn the irrigation on. President Heeter expressed concern about the new landscaping on Milam and discussed it with landscapers so they are prepared to get watering on the Milam median.

- b. Status update on mail kiosk landscaping plans with drawings: Director Stauch informed the board he is working with LandTech on the new drawings we received for the landscaping around the mail kiosk.
- c. Median/cul-de-sac drawings and estimates: Director Combs left the meeting. After discussion, the board agreed to allow Landtech to upgrade two different cul-de-sacs by coordinating with Director Stauch on design. The Board will then review the two upgrades before approving the remaining upgrades to other cul-de-sacs. Landtech will use the same material as currently used on the Milam median to keep consistency.
- d. Review proposed 2025 Chipping event dates: Ms. Harris reviewed the chipping event dates this year, which are being planned to follow Memorial Day and last weekend in September, May 27 through June 2, and September 29 through October 3. After discussion, President Heeter moved to approve engaging Tall Timbers for the proposed chipping event dates as discussed and the same cost as the 2024 daily rate, seconded by Director Gassen. Motion passed unanimously. Board discussed requesting for 10-15 yards of mulch to be provided for home owners to grab at the Barn.

9. Annual Meeting Recap:

- a. Discuss and approve to postpone Mail Kiosk Security Fencing: President Heeter provided a review of the annual meeting. After discussion, the Board agreed to postpone any fencing around the mail kiosk based on the feedback received from the community.

10. Legal Matters:

- a. Status of 101 Landscaping Letter: Discussed in Executive session.

- b. Status of insurance claim for mail kiosk lighting: Ms. Harris provided an update that an insurance claim was filed and approved, and the cost has been reimbursed less the deductible for the flooding in the electrical box.

11. 2025 Election Status Update:

- a. Review and adopt Resolution to Cancel the May 6, 2025, Election: Ms. Harris provided an update that only three self-nomination forms were received for the three election seats this year. Those directors, including Rick Stauch, Ecton Espenlaub, and Scott Gassen, will be elected by acclimation at the May meeting. Board discussed the District will be saving a lot money getting to cancel the election. After discussion, Director Espenlaub moved to approve the Resolution to cancel the May 6, 2025 Election, seconded by Director Gassen. Motion passed unanimously.

12. New Business:

- a. Update on Firewise Program: Director Gassen provided an update on the Firewise application. His next step is to discuss with the HOA Board to help establish a committee.
- b. Cistern Update: Legal counsel is still researching ownership and responsibilities for the cisterns.
- c. Discuss the combination for HOA and Metropolitan District: The board initiated this discussion since the HOA board has had a general discussion on this topic. At this time, the board has agreed not to make any decision but to start listing what would be required.

President Heeter discussed trail clean-up and allowing Terry Stokka to come help clean up piles off the trail. The board agreed to work on planning a volunteer clean-up.

13. Public Comment: There was no public comment.

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

- a. Conference to receive legal advice regarding concerns with work done by 101 Landscape:

Director Espenlaub motioned to enter into executive session per § 24-6-402(4)(b) and (e) to received legal advice regarding concerns with 101 Landscaping at 10:35 am; seconded by Director Gassen. Motion passed unanimously.

President Heeter motioned to exit executive session per § 24-6-402(4)(b) and (e) to received legal advice regarding concerns with 101 Landscaping at 11:21 am; seconded by Director Gassen. Motion passed unanimously.

15. Adjournment: Director Stauch motioned to adjourn the meeting at 11:21 a.m., seconded by Director Gassen, next scheduled board meeting is April 15, 2025 at 9:00 a.m. Motion passed unanimously.

Respectfully Submitted,

Rebecca Harris

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 26, 2025 SPECIAL MEETING MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.