

**CATHEDRAL PINES METROPOLITAN DISTRICT
NOTICE OF SPECIAL MEETING
BOARD OF DIRECTORS**

Tuesday, May 17, 2022 at 6:00 PM (MST)
Cathedral Pines Lodge
13975 Milam Rd.
Colorado Springs, CO 80908
Or

Please join meeting from your computer, tablet or smartphone.

<https://meet.goto.com/167017405>

You can also dial in using your phone.

United States: +1 (571) 317-3129

Access Code: 167-017-405

Public Welcome

***We encourage our attendees to participate in person; however, if you choose to join virtually please have your camera on so we are able to get to know everyone a little better. Please do not use Chat option to submit questions.**

Board of Director	Title	Term
Bill Heeter	TBD	May 2023
Rich Stauch	TBD	May 2025
Debbie Perry	TBD	May 2025
Ecton Espenlaub	Secretary	May 2025
Lynn Shepherd	Assistant Secretary	May 2023

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Approval of Board Meeting Minutes** – Regular meeting on April 19, 2022 (see attached)
- 5. Oath of Office for Newly Elected Directors – Wayne Williams**
- 6. Appointment for Directors Office**
- 7. Financial Update – WSDM**
 - a. Review and approval of Unaudited Financial Statements as of April 30, 2022 (see attached) – Rebecca
 - b. Approval of Payables for the Period Ending May 17, 2022 (see attached) – Rebecca
 - c. Future Possibilities for Recovery Gants/ Loans, etc. – Kevin W.
 - d. Reserve Study Update - Jamie
- 8. Lodge Management Update – Lynn/VenQ**
 - a. Current Performance Update – Megan/ Lynn
 - b. Update on the Lodge Furniture – Bill
 - c. Update on Patio Lights – Megan/ Ecton/ Lynn

- d. Magnolia Sound System Update – Brandon/ Megan/ Lynn
- e. Fire Alarm Update – Rick
- f. Additional Storage Requirements - Megan

9. Landscaping Issues – Bill

- a. Landscaping Survey – Next Steps – Bill
- b. Recap of Vessey Ponds Clean-up – Ecton
- c. Irrigation Discussion – Current System Plan and RFP Status – Jamie/ Bill
- d. Speed Limit Signs on Community Roads – Bill
- e. Stocking of Fish in Lodge Ponds - Jamie

10. Management Matters – Bill

- a. Update on definition of “Community Events” for Lodge – Subcommittee
- b. Participation in Community Chipping Event – Bill
- c. Joint Community Engagement Committee Update - Rick

11. Cathedral Pines HOA Update – Frank/ Jamie

12. Legal Matters

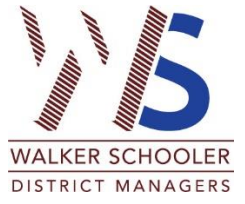
- a. Update on Hiring New Legal Counsel – Kevin W.

13. Public Comment (Items Not on the Agenda Only. Comments are limited to 5 minutes per person and taken in the order in which they appear on the sign-up sheet or if joined virtually in order as they appear on the host screen)

14. Other Business

- a. Dates for Future Meetings

15. Adjournment – Next Regular Board Meeting scheduled for June 21, 2022 at 10:00 A.M. (unless decided otherwise today)





**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD APRIL 19, 2022
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, April 19th at 1:00 PM, at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

In attendance were Directors:

Bill Heeter
Lynn Shepherd
Ecton Espenlaub
Kevin Combs
Rick Stauch

Also in attendance were:

Kevin Walker, Walker Schooler District Managers
Rebecca Hardekopf, Walker Schooler District Managers
Jamie Adams, Warren Management
Jeremy Powell, Kimley-Horn
Members of the Public

1. Call to Order: President Heeter called the meeting to order at 1:00 PM.

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 the Agenda: Director Shepherd noted she may need to leave the meeting early and requested the Board discuss items 6 and 7 earlier in the Agenda. Ms. Hardekopf noted public comment will be held at the end of the meeting. The Board approved the Agenda as amended.

4. Approval of Board Meeting Minutes – Regular meeting on March 15, 2022, Special meeting on March 31, 2022, Special evening meeting on March 31, 2022: Director Espenlaub moved to approve the Board Meeting Minutes of Regular meeting on March 15, 2022; seconded by Director Shepherd. Motion passed unanimously. Director Espenlaub moved to approve the Minutes of Special meeting on March 31, 2022; seconded by Director Combs. Motion passed unanimously. President Heeter noted corrections to the Minutes of the Special evening meeting on March 31, 2022, to fix spelling and wanted to clarify the comment on Page 3 by resident John Kelley stating, “that the HOA looked at 3 possible dates but only scheduled one date”. Director Combs noted that the public sign in sheet should be removed, the Board agreed. After review, Director Stauch moved to approve the Minutes of the Special evening meeting on March 31, 2022 as amended; seconded by Director Shepherd. Motion passed unanimously. The Board discussed not posting the public sign-in sheet on the website due to personal information being provided.

5. Financial Update

- a. Review of Unaudited Financial Statements as of March 31, 2022: Director Shepherd left the meeting. The Board tabled this discussion.
- b. Approval of Payables for the Period Ending April 19, 2022: President Heeter discussed wanting a District credit card, so he does not have to wait for reimbursement and requested this discussion be added to the next meeting's Agenda. Mr. Walker presented the payables for the period ending April 19, 2022. After review, President Heeter moved to approve the Payables as presented; seconded by Director Espenlaub. Motion passed unanimously.
- c. Future Possibilities for Recovery Grants/Loans
 - i. Receiving \$305.91 from Safety and Loss Prevention Grant: Mr. Walker reported the District received \$305.91 from the Safety and Loss Prevention Grant.
- d. Reserve Study Update: There was no discussion.

6. Lodge Management Update:

- a. Review and consider for adoption Lodge Management Contract with VenQ: Director Shepherd moved to approve and adopt the Lodge Management Contract with VenQ; seconded by Director Stauch. Motion passed unanimously.
- b. Update on Lodge Furniture: President Heeter reported the Lodge furniture shipment was delayed indefinitely by the carrier. President Heeter received new additional bids and the lowest one was for \$1,800 with delivery in four days. President Heeter moved to approve the purchase for shipment of the chairs not to exceed \$2,500; seconded by Director Espenlaub. Motion passed unanimously.
- c. Update on Patio Lights and Canopy: President Heeter reported he met with the canopy company and the cost ranges from \$8,000 to \$20,000. The Board agreed they are not interested in moving forward with a canopy at this time. Director Shepherd discussed patio market lights that are removable and plugged in with an extension cord that is discreetly positioned. Bids will be shopped for pole installations.
- d. Magnolia Sound System Update: Director Shepherd noted they are still waiting to hear back from Magnolia.
- e. Review and Define "Community Event": The Board discussed what the criteria is for a community event. It must be open to all members of the community and the event organizer must notify all residents of the event. The Board discussed notification by email with consent of the HOA and what is acceptable timing of notice. Notice posted on Nextdoor was also suggested. Director Espenlaub suggested that it must also be of the benefit to the community. The Board suggested a subcommittee to discuss this with a District Board member, a member of the HOA Board and a resident. Director Shepherd volunteered to be the District Board representative. Director Stauch commented that the statement at the Annual Meeting from a resident that the Board must approve Lodge events and rentals is incorrect. Ms. Hardekopf clarified that the Lodge Manager, VenQ approves Lodge events, and the renter signs a rental contract with the District.
- f. Director Shepherd reviewed the Lodge Management Report. The Board discussed the Chamber of Commerce annual membership that ranges from \$400 to \$1400 based on company size and includes networking and business marketing events.

7. Landscaping Issues:

- a. Landscaping Survey Update: Mr. Powell reviewed the Landscaping Survey results. He noted the response received was very good. 57 people want the hybrid design, which was the majority with the next favored response being the green design, and no change was favored over the xeric design. Most important focus for Phase 1 was Milam entrance, second was Milam entrance median, and third was Millhaven roundabout. 78% was in favor of updating the

irrigation system. 57% was not in favor of updating or dredging the Vessey ponds. Mr. Powell discussed the written comments. 28% commented that they were willing to pay extra for landscaping, 20% commented no to the dredging of Vessey ponds, 14% commented that water efficient landscaping was important, 10% commented that irrigation is a must, 10% commented that they want roads updated, 8% commented no change on landscaping and want costs before deciding, 6% or 3 people want lower ponds updated, and 2 people commented on trails. A few comments were received about mailboxes, paying off bonds before spending anything else, and expense of the election. Mr. Powell suggested getting three hybrid designs for the Milam entrance and getting costs and sending out another survey. The Board discussed funding the landscaping and Mr. Walker noted the District is not able to get a grant for landscaping but could borrow money from the State or a bank which are options other than a bond. Mr. Powell discussed irrigation and the need for updating the system at the Milam entrance and other areas based on the data from the survey.

- b. Status of Vessey Ponds: There was no discussion.
- c. Speed Limit Signs on Community Roads: President Heeter reported they are waiting to hear back on the status of the signs.
- d. Request for Stop Lights at Milam/Shoup Intersection: President Heeter noted there is no update on the request for stop lights at the Milam and Shoup intersection yet.
- e. Update on Start of Annual Community Landscaping: President Heeter reported the start of the annual community landscaping is scheduled for the second week of May.
- f. Start-up of Ponds, Irrigation: Ms. Adams noted the start of irrigation needs to start a week early, so could be done this week or next depending on freezing temperatures. Solitude Lake Management will be providing a proposal for restocking the fish and cattails.

8. Management Matters:

- a. Participation in Community Recycling Event: The Board discussed splitting the costs of the Recycling and Community Chipping Event with the HOA as done in the past. The Board discussed the recycling event is not specifically addressed in the service plan, but it has been done in the past and benefits the community. Director Stauch moved to participate in the Community Recycling Event and split the costs with the HOA and not to exceed \$2,000; seconded by Director Combs. Motion passed unanimously.
- b. Participation in Community Chipping Event: President Heeter moved to participate in the Community Chipping Event and split the costs with the HOA and not to exceed \$4,000; seconded by Director Shepherd. Motion passed unanimously. The Board discussed scheduling a community pond cleanup event before the chipping.

9. Legal Matters:

- a. Process for Hiring New Legal Counsel: Mr. Walker discussed the process for hiring new legal counsel. Mr. Walker recommended a local Colorado Springs attorney, Jason Downie at Susemihl, McDermott, and Downie, P.C. versus the bigger firms in Denver. Mr. Walker noted he is reaching out to his banking contacts to see if they have any recommendations on a new firm.
- b. Election Process Update: Mr. Walker reported the District representative for the Canvass Board is Director Shepherd and he will reach out to a list of people to fill the spot of the non-Board member to the Canvass Board.

10. Public Comment: The Board opened the meeting to public comment. Mrs. Eisenhart of the public asked about community events, specifically Holly Quinn paying for community events. Mrs. Hardekopf noted she would need to know specific dates and speak with Holly Quinn about those

events. Mrs. Eisenhart also asked about the budget for landscaping. President Heeter and Director Combs explained that so far, the District has spent \$11,900 for the landscape planning and survey. She suggested that the District pays for the Chipping Event and the HOA does the Recycling Event to keep it separate and avoid service plan issues.

The Board thanked Director Combs for his service on the Board and the financial effort he has put forth. Director Combs commented that it has been an honor serving with the Board and working with Mr. Walker and Ms. Hardekopf and he learned a lot.

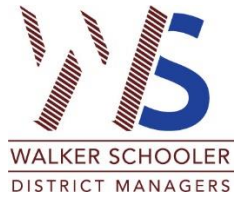
11. Other Business: Next Regular Board Meeting scheduled for May 17, 2022, at 6:00 P.M. New Board members will be seated at this meeting.

12. Adjournment: Director Stauch moved to adjourn the meeting; seconded by Director Espenlaub. Motion passed unanimously at 2:54 PM.

Respectfully Submitted,

By: Rebecca Hardekopf, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 19, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.



Cathedral Pines Metropolitan District
Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
ECB Debt Service Fund	276,915.87
ECB General Fund	349,987.65
MM - CSafe Bond Fund UMB	0.53
Total Checking/Savings	626,904.05
Accounts Receivable	
Accounts Receivable	833.33
Total Accounts Receivable	833.33
Other Current Assets	
Prop Tax Rec - Debt Svc	136,373.21
Prop Tax Rec - Gnl Fund	136,373.21
Total Other Current Assets	272,746.42
Total Current Assets	900,483.80
Fixed Assets	
Community Center	
Accum Depreciation	-576,197.00
Original Cost	1,328,384.00
Total Community Center	752,187.00
Equipment	
Accum Depreciation	-2,950.00
Equipment - Other	13,922.00
Total Equipment	10,972.00
Parks, Trails & Monument	
Accum Depreciation	-588,641.00
Original Cost	897,354.77
Parks, Trails & Monument - Other	96,594.35
Total Parks, Trails & Monument	405,308.12
Total Fixed Assets	1,168,467.12
TOTAL ASSETS	2,068,950.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	135,616.58
Total Accounts Payable	135,616.58
Other Current Liabilities	
Deferred Revenue - Lodge Events	48,288.50
Deferred Prop Tax - DSvc	136,373.21
Deferred Prop Tax - Gnl	136,373.21
Damage Deposits- Lodge Events	30,437.00
Total Other Current Liabilities	351,471.92
Total Current Liabilities	487,088.50
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-84,522.36
Bond Premium 2016 - Other	414,881.70
Total Bond Premium 2016	330,359.34
Bonds Payable 2016 - Other	4,410,000.00
Total Bonds Payable 2016	4,740,359.34
Total Long Term Liabilities	4,740,359.34
Total Liabilities	5,227,447.84
Equity	
Debt Svc / Cap Proj Funds	155,805.00
General Fund-Restricted	8,054.00
General Fund-Unrestricted	33,873.00
Gov't Wide Fund Balance	-3,741,036.79
32000 - Retained Earnings	251,387.16
Net Income	133,420.71
Total Equity	-3,158,496.92
TOTAL LIABILITIES & EQUITY	2,068,950.92

Cathedral Pines Metropolitan District

Profit & Loss Budget vs. Actual

January through April 2022

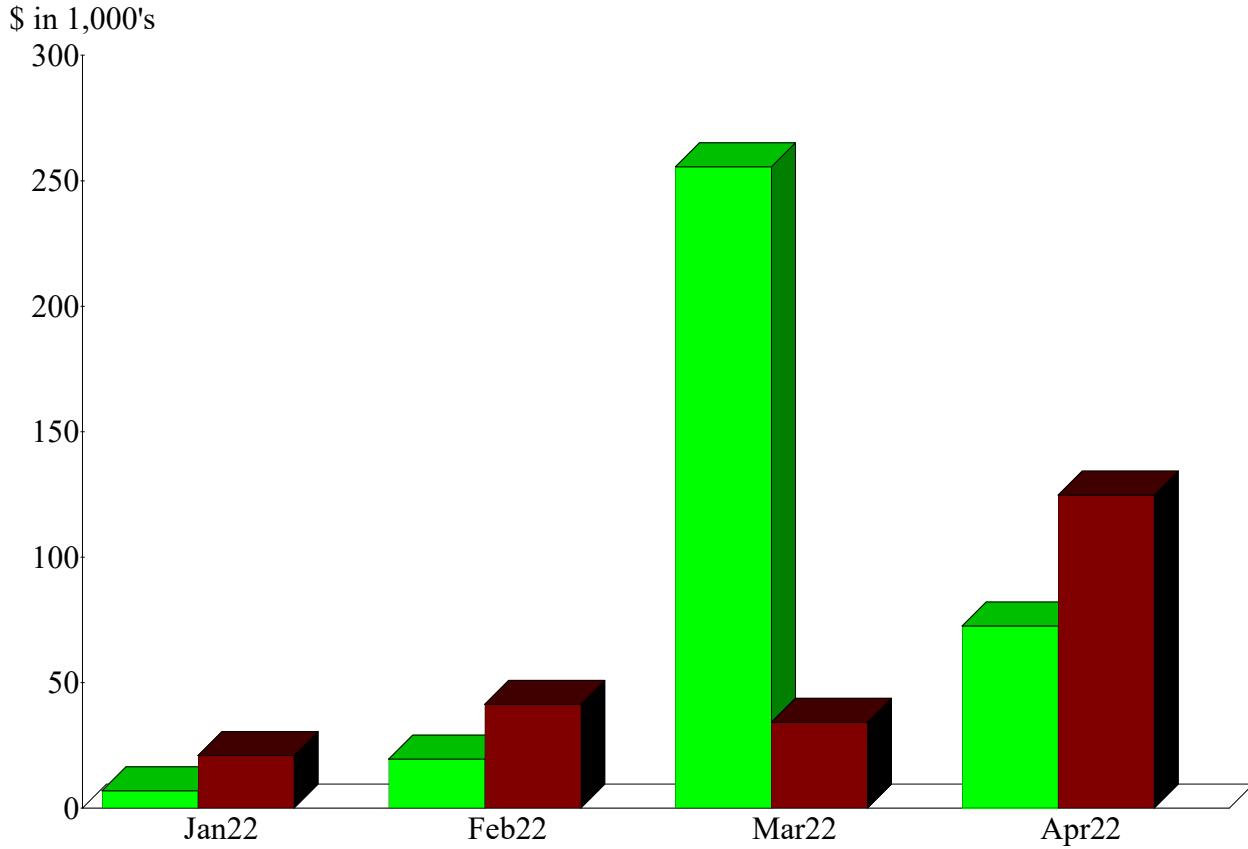
	TOTAL				
	Apr 22	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-100 · GF INCOME					
1-105 · GF Prop Tax Revenue	29,082.74	156,493.79	292,867.00	-136,373.21	53.44%
1-110 · Specific Ownership Taxes	5,449.76	14,797.59	41,001.00	-26,203.41	36.09%
1-120 · Rental Income - Lodge Events	8,125.50	23,463.00	75,000.00	-51,537.00	31.28%
1-127 · Rental Income - Shed	833.33	3,333.32	9,996.00	-6,662.68	33.35%
1-140 · FEMA Funds	0.00	0.00	20,000.00	-20,000.00	0.0%
Total 1-100 · GF INCOME	<u>43,491.33</u>	<u>198,087.70</u>	<u>438,864.00</u>	<u>-240,776.30</u>	<u>45.14%</u>
2-100 · DS INCOME					
2-105 · DS Prop Tax Revenue	29,082.74	156,493.79	292,867.00	-136,373.21	53.44%
2-130 · DS Interest Income	95.61	134.23			
Total 2-100 · DS INCOME	<u>29,178.35</u>	<u>156,628.02</u>	<u>292,867.00</u>	<u>-136,238.98</u>	<u>53.48%</u>
Total Income	<u>72,669.68</u>	<u>354,715.72</u>	<u>731,731.00</u>	<u>-377,015.28</u>	<u>48.48%</u>
Gross Profit	72,669.68	354,715.72	731,731.00	-377,015.28	48.48%
Expense					
TRANSFERS OUT					
Capital Replacement Reserve	0.00	0.00	25,000.00	-25,000.00	0.0%
Total TRANSFERS OUT	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
1-1000 · SERVICES					
1-1005 · Audit	0.00	0.00	9,000.00	-9,000.00	0.0%
1-1008 · Consulting Services	0.00	2,295.00	10,000.00	-7,705.00	22.95%
1-1010 · Management Expense	3,675.00	14,700.00	46,305.00	-31,605.00	31.75%
1-1015 · Maintenance Management	2,916.03	9,360.70	26,250.00	-16,889.30	35.66%
1-1020 · Legal Fees	0.00	1,835.15	15,000.00	-13,164.85	12.23%
Total 1-1000 · SERVICES	<u>6,591.03</u>	<u>28,190.85</u>	<u>106,555.00</u>	<u>-78,364.15</u>	<u>26.46%</u>
1-2000 · LODGE					
1-2001 · Lodge Management	0.00	15,357.08	42,000.00	-26,642.92	36.56%
1-2005 · Advertising/ Website	0.00	23.00			
1-2010 · Booking Fee	0.00	0.00	5,000.00	-5,000.00	0.0%
1-2020 · Event Supplies	0.00	3,094.20	3,000.00	94.20	103.14%
1-2025 · Cleaning	0.00	0.00	500.00	-500.00	0.0%
1-2030 · Repairs and Maintenance	0.00	1,483.30	15,000.00	-13,516.70	9.89%
1-2035 · Utilities	730.31	2,728.16	10,000.00	-7,271.84	27.28%
1-2040 · Security	200.07	800.28	3,000.00	-2,199.72	26.68%
1-2043 · Capital Improvements - O&M	5,439.50	25,472.20	60,000.00	-34,527.80	42.45%
1-2044 · Landscape Maintenance	0.00	742.52	10,000.00	-9,257.48	7.43%
1-2045 · Snow Removal	0.00	4,880.00	10,000.00	-5,120.00	48.8%
1-2050 · Trash	0.00	616.51	6,000.00	-5,383.49	10.28%
1-2055 · Telephone	244.30	973.20	3,300.00	-2,326.80	29.49%
1-4030 · Lodge Contingency	0.00	87.12	10,000.00	-9,912.88	0.87%
Total 1-2000 · LODGE	<u>6,614.18</u>	<u>56,257.57</u>	<u>177,800.00</u>	<u>-121,542.43</u>	<u>31.64%</u>
1-3000 · GF EXPENSES					
License & Fees	0.00	678.87			

Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January through April 2022

	TOTAL				
	Apr 22	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
1-3005 · Landscape Maintenance	0.00	4,837.64	45,000.00	-40,162.36	10.75%
1-3010 · Repair & Maintenance - O&M	0.00	646.90	25,000.00	-24,353.10	2.59%
1-3015 · Snow Removal - O&M	0.00	4,510.00	25,000.00	-20,490.00	18.04%
1-3020 · Utilities - O&M	589.48	2,386.18	20,000.00	-17,613.82	11.93%
1-3025 · Infrastructure Replacement	0.00	0.00	10,000.00	-10,000.00	0.0%
1-3030 · Election	713.09	8,646.08	10,000.00	-1,353.92	86.46%
1-3035 · GF - Contingency	1,051.30	1,051.30	10,000.00	-8,948.70	10.51%
Total 1-3000 · GF EXPENSES	2,353.87	22,756.97	145,000.00	-122,243.03	15.69%
1-4000 · OTHER					
1-4005 · Bank Charges	0.00	0.00	500.00	-500.00	0.0%
1-4010 · Insurance/ Fees	0.00	778.00	11,000.00	-10,222.00	7.07%
1-4015 · Office Expenses	90.00	441.78	500.00	-58.22	88.36%
1-4020 · Collection Fee GF(Treasurer)	436.24	2,347.41	4,393.00	-2,045.59	53.44%
Total 1-4000 · OTHER	526.24	3,567.19	16,393.00	-12,825.81	21.76%
2-1000 · DS EXPENSES					
2-1005 · Trustee Fees	0.00	0.00	800.00	-800.00	0.0%
2-1010 · Collection Fee DS (Treasurer)	436.24	2,347.43	4,500.00	-2,152.57	52.17%
2-1015 · Bond Principal Pmts	0.00	0.00	75,000.00	-75,000.00	0.0%
2-1030 · Interest Expense DS	108,175.00	108,175.00	216,350.00	-108,175.00	50.0%
2-1035 · DS - Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%
Total 2-1000 · DS EXPENSES	108,611.24	110,522.43	297,650.00	-187,127.57	37.13%
Total Expense	124,696.56	221,295.01	768,398.00	-547,102.99	28.8%
Net Ordinary Income	-52,026.88	133,420.71	-36,667.00	170,087.71	-363.87%
Net Income	-52,026.88	133,420.71	-36,667.00	170,087.71	-363.87%

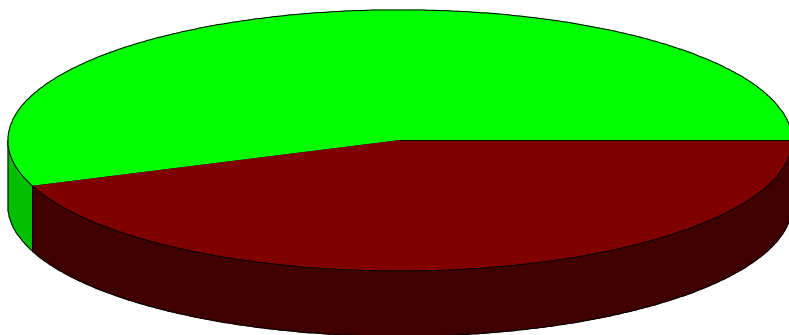
Income and Expense by Month
January through April 2022

Income
Expense



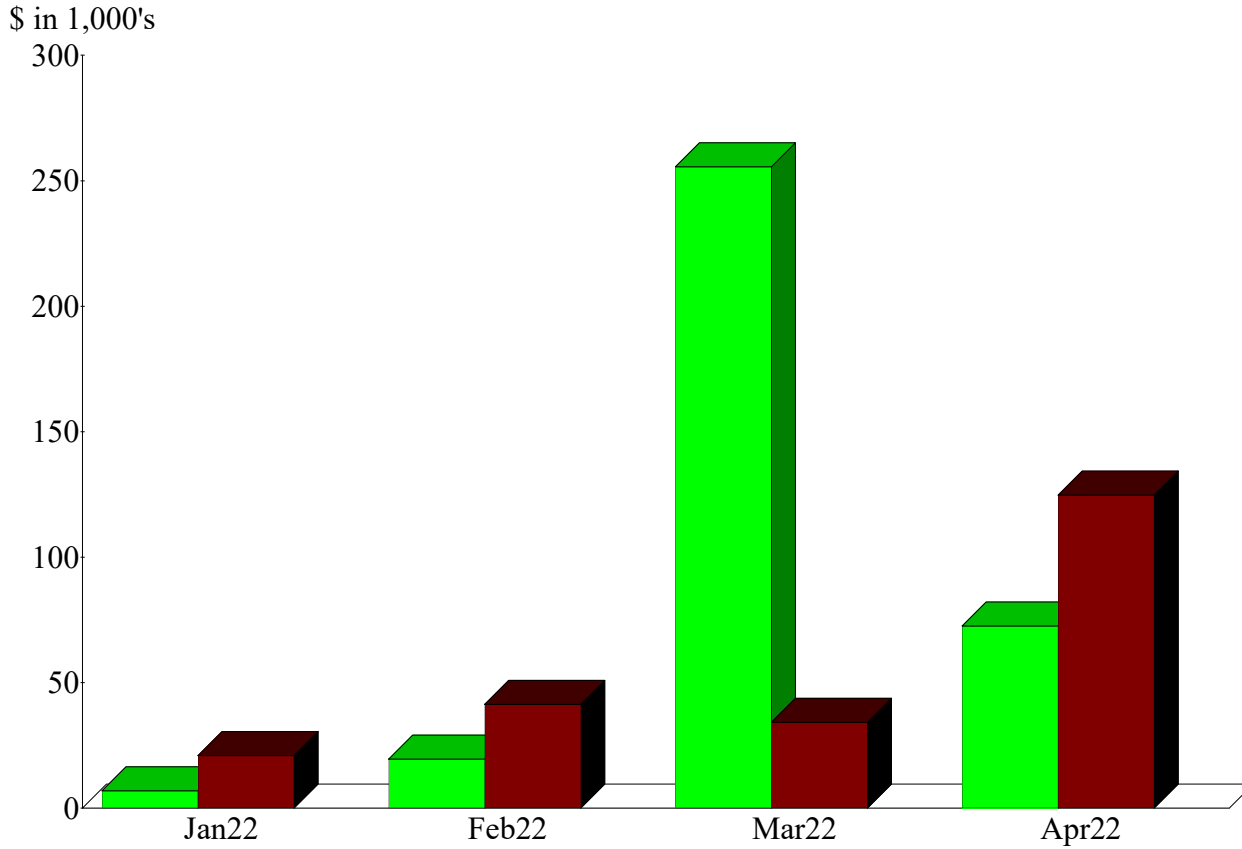
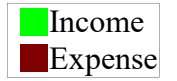
Income Summary
January through April 2022

1-100 · GF INCOME	55.84%
2-100 · DS INCOME	44.16
Total	\$354,715.72



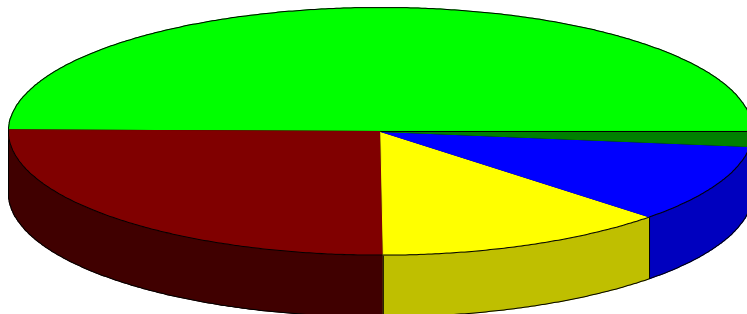
By Account

Income and Expense by Month
January through April 2022



Expense Summary
January through April 2022

2-1000 · DS EXPENSES	49.94%
1-2000 · LODGE	25.42
1-1000 · SERVICES	12.74
1-3000 · GF EXPENSES	10.28
1-4000 · OTHER	1.61
Total	\$221,295.01



By Account

Cathedral Pines Metropolitan District

PAYMENT REQUEST

5/18/2022

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Elizabeth Olson	50322	5/3/2022	110.00	Election
Brenda L. Conrad	50322	5/3/2022	99.00	Election
Candice K. Boyer	50322	5/3/2022	99.00	Election
ADT	41522	4/15/2022	148.08	Security
ADT	42022	4/20/2022	51.99	Security
Black Hills Energy	5715886192	5/4/2022	189.63	
HW Commercial Interiors, LLC	3853-4	4/25/2022	3,625.50	
Kimley Horn	20285750	1/1/2022	1,738.98	
Mountain View Electric	136515	3/23/2022	35.00	Utilities - O&M
Mountain View Electric	135430	3/23/2022	34.00	Utilities - O&M
Mountain View Electric	133152	3/23/2022	34.35	Utilities - O&M
Mountain View Electric	134333	3/23/2022	34.00	Utilities - O&M
Mountain View Electric	135331	3/23/2022	35.00	Utilities - O&M
Mountain View Electric	132214	3/23/2022	35.42	Utilities - O&M
Mountain View Electric	133146	3/23/2022	38.26	Utilities - O&M
Mountain View Electric	133210	3/23/2022	37.08	Utilities - O&M
Mountain View Electric	136159	3/23/2022	35.77	Utilities - O&M
Mountain View Electric	134231	3/23/2022	42.00	Utilities - O&M
Mountain View Electric	133118	3/23/2022	42.64	Utilities - O&M
Mountain View Electric	189478	3/23/2022	185.96	Utilities - O&M
Mountain View Electric	189479	3/23/2022	394.33	Utilities - Lodge
Solitude Lake Management	PI-A00805578	5/1/2022	662.17	
Stratus IQ	50122	5/1/2022	244.30	
The Warren Management Group, Inc.	17450	4/30/2022	2,635.00	
UMB Bank	40122	4/1/2022	108,175.00	
VemQ	3	5/5/2022	6,665.50	
Walker Schooler District Managers	7056	4/30/2022	3,765.00	
William Heeter	13300	4/20/2022	1,814.00	
TOTAL			131,006.96	

TOTAL \$ 131,006.96

Director _____