CATHEDRAL PINES METROPOLITAN DISTRICT NOTICE OF SPECIAL MEETING BOARD OF DIRECTORS

Monday, September 12, 2022 at 10:00 AM (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: <u>+1 (571) 317-3129</u> **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	President	May 2023
Rich Stauch	Vice President	May 2025
Debbie Perry	Treasurer	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** Meeting minutes on August 15, 2022 (see attached)
- 5. Financial Update Rebecca H. / Debbie P.
 - a. Review and approval of Unaudited Financial Statements as of August 31, 2022 (see attached) Debbie
 - b. Review detail expense on event supplies versus cleaning Rebecca
 - c. Approval of Payables for the Period Ending September 13, 2022 (see attached) Rebecca
 - d. FEMA funds update Kevin W.
 - e. Reserve Study Update/ Recommendation Jamie
 - f. Grant Timeline for Irrigation Rebbeca H
 - g. Budget Timetable Bill H/ Rebecca H
- 6. Lodge Management Update Lynn/VenQ
 - a. Current Performance Update Megan/ Lynn
 - b. Update on Patio Lights Bill/ Ecton
 - c. Magnolia Sound System Update Megan/ Rebecca

- d. Blinds for Lodge Bill/ Megan
- 7. Landscaping Issues Bill
 - a. Irrigation Discussion Current System Plan and RFP Status (see attached) Jamie/Bill
 - b. Milam/ Saxton Intersection Plan Bill
 - c. Timing of Stocking of Fish and Pond Levels Jamie
 - d. Community Chipping Event Jamie
 - e. Kimley Horn Additional Expenses discussion Ecton/ Bill
 - f. Update on Lower Pond Ecton
 - g. Monument Lighting Ecton
 - h. Lodge well pump Ecton
- 8. Cathedral Pines HOA Update Frank/ Jamie
- 9. Legal Matters
 - a. Review and consider acceptance for New Legal Counsel Bill/ Rick
- **10. 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)
- 11. Other Business
 - a. Future Topic Agenda Timetable
 - i. October: 2022 Budget Revision/ Preliminary 2023 Budget Discussion
 - ii. November: 2023 Budget Approval/ Lodge Objectives Discussion
 - iii. December: No Meeting
 - iv. January: Annual Meeting Discussion
- **12. Adjournment** Next Board Meeting scheduled for October 10, 2022 at 10:00 A.M.





MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE CATHEDRAL PINES METROPOLITAN DISTRICT HELD AUGUST 15, 2022 AT 6:00 P.M.

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Monday, August 15th at 6:00 PM, at 13975 Milam Road, Colorado Springs, CO, and via telephone and video conference call.

<u>In attendance were Directors:</u>

Bill Heeter Lynn Shepherd (Excused) Ecton Espenlaub Rick Stauch (Excused) Debbie Perry

Also in attendance were:

Kevin Walker, Walker Schooler District Managers Jamie Adams, Warren Management Members of the Public: Jennifer Eisenhart Kristi Correa

- 1. Call to Order: President Heeter called the meeting to order at 6:00 PM.
- <u>2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:</u> President Heeter confirmed a quorum was present with Directors Stauch and Shepherd excused. There were no additional disclosures made by Board Members.
- 3. Approval of the Agenda: President Heeter added four items under 12. Other Business. Discussion on request to merge the HOA and District, liaison for HOA, Board member attendance at community meetings, and HOA community election on revising bylaws. Director Perry moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.
- 4. Approval of Board Meeting Minutes June 20, 2022 and August 1, 2022: After review, Director Perry moved to approve the June 20, 2022 and August 1, 2022 Meeting Minutes; seconded by Director Espenlaub. Motion passed unanimously.

5. Financial Update

- a. Review and Approval of Unaudited Financial Statements as of July 31, 2022: The Board reviewed the unaudited financial statements. Director Perry requested more detail for Lodge expenses. The Board requested clarification on event supplies and cleaning.
- b. Approval of Payables for the Period Ending August 15, 2022: The Board reviewed the Payables. Director Perry noted tax charged on an invoice by Barnhart that was an error. Director Espenlaub moved to approve the Payables with the exception of tax charged on the Barnhart invoice; seconded by Director Perry. Motion passed unanimously.

- c. FEMA Funds Update: Mr. Walker reported there are no updates on the status of the FEMA funds.
- d. Reserve Study Update: Ms. Adams presented the Reserve Study. Overall, the study shows that the District should be putting \$44,000 into the reserve fund each year. The Board will discuss this item further at the next meeting.
- e. Budget Timetable: President Heeter discussed the upcoming budget season and noted the District will need to revise the 2022 budget. Mr. Walker suggested the Board discuss the 2023 budget in detail at the September meeting and review the draft budget at the October and November meeting. President Heeter noted the Board needs to be thinking about capital expenditures.
- f. Budget Category for Meeting Expenses: Mr. Walker noted there was \$500 in expenses from the Community meeting in March and Ms. Hardekopf suggested creating a budget category for Meeting Expenses.
- g. Grant Timeline for Irrigation: Mr. Walker reported the State has grant funds available starting in January for landscape improvements and replacement for up to 50% in reimbursement. Mr. Walker noted the District would qualify but he does not know the amount yet.

6. Lodge Management Update:

- a. Current Performance Update: The Board agreed to table this item until next month.
- b. Update on Patio Lights: President Heeter reported the company hired for the poles was unable to do the project, but another company is willing to match the price. The poles should be installed by Friday.
- c. Magnolia Sound System Update: President Heeter reported that Magnolia completed the sound system and provided directions. The installation of outdoor speakers is still in progress. President Heeter noted that Mr. Nichols submitted his resignation and will be leaving at the end of November.
- d. Fire Alarm Update: The fire alarm system is completed and functioning correctly.
- e. Sale of Kitchen Assets: The Board has decided to pursue the sale of the heating unit and freezer. Ms. Hardekopf is working on this task.
- f. Blinds for Lodge: Ms. Riviezzo requested blinds for the first floor and bridal and groom rooms. A company will be measuring on Friday so the Board can review quotes.

7. Landscaping Issues:

- a. Milam/ Milhaven Roundabout Clean-up: President Heeter reported he is waiting on a quote to trim the high dead branches off the trees.
- b. Milam/ Saxton Intersection Plan: This item is on hold until the formal landscaping plan is determined.
- c. Irrigation Discussion Current System Plan and RFP Status: Director Espenhaub reported on the current irrigation system and sprinkler settings. President Heeter discussed the RFP status and reported the RFP final draft is in progress.
- d. Update on Speed Limit Signs on Community Roads and Crosswalk Marking: Mr. Dionne has explained the speed limit signs are delayed due to staffing issues. Director Espenlaub discussed the painted crosswalk markings and requesting new markings after the chip seal next year but not the trail crossing signs.
- e. Timing of Stocking of Fish and Pond Levels: Ms. Adams reported the fish will be stocked in September.
- f. Recap of Community Chipping Event: The Board discussed the chipping event and the expectation of a second event in the Fall.
- g. Decision on Second Chipping Event: Ms. Adams reported the chipping costs are coming in at \$2,100 per day and it will take at least 10 hours with 5 to 10 houses done per day. President Heeter moved to continue with the chipping event this Fall with costs not to exceed \$6,000;

- seconded by Director Perry. Motion passed unanimously.
- h. Kimley Horn Additional Expenses Discussion: Director Espenlaub discussed an invoice last month and the only other outstanding invoice is for Paul Reed's time spent on the RFP is for \$800.
- i. Update on Lower Pond: Director Espenlaub reported the liner is exposed over a large area due to cattails that needs to be repaired. Once fixed, place rock on top of the liner. Ms. Adams will reach out to get a cost estimate. Director Espenlaub discussed a valve near the 2" spigot that he found near the lower pond that has a leak that needs to be repaired or replaced eventually but is not urgent.
- j. Monument Lighting: The light on the monument at Vessey and Holmes is not working. The Board agreed to replace the light with a lower wattage bulb.
- k. Lodge well pump: Director Espenlaub discussed the lodge well pump and asked if the Board wants to preauthorize having the well pump replaced if it fails to avoid a delay in repairs and having to call a special meeting. Director Espenlaub moved to preauthorize having the well pump replaced if it fails not to exceed \$12,000; seconded by President Heeter. Motion passed unanimously.

8. Management Matters:

- a. Update on Definition of "Community Events" for Lodge: The Board agreed to table this discussion until all Directors are present.
- b. Discuss Status of Bylaws: The Board agreed to table this discussion until all Directors are present.

9. Cathedral Pines HOA Update

a. Discuss resident request for HOA duties coming from Metro: President Heeter explained there was a resident request to discuss the possibility of eliminating the HOA and moving the responsibilities to the District. The request cited another District with a combined HOA and District, but he noted it was established that way from the beginning. The Board discussed the high legal costs of pursuing this and researching it. The Board took no action.

10. Legal Matters

a. Review Legal Counsel proposals and consider acceptance for New Legal Counsel: The Board discussed the three legal counsel proposals. The Board agreed to postpone the decision and have Ms. Hardekopf poll all Directors independently.

11. Public Comment: Mrs. Jennifer Eisenhart discussed landscaping and grass under the pine trees in the median. She explained that it takes a lot of work to maintain the grass because when the needles fall it makes the soil acidic and the grass does not grow well in those conditions. She asked if the Board would consider having Kimley Horn place pine needles under the pine trees and on the entire median instead of grass. She noted they are an excellent mulch material and help retain moisture for the trees as well as saving water. Director Espenlaub suggested using the slash as well and letting the pine needles fall as well. Ms. Adams will follow up on this item. Mrs. Jennifer Eisenhart also noted the landscapers missed an area behind her property, so she spent three days mowing the area herself. She commented on two noxious weeds that she has found in the community. Ms. Adams will report to A Cut Above.

Mrs. Kristi Correa asked about the District's capital expenditures policy. President Heeter suggested following up with Ms. Hardekopf.

12. Other Business

- a. Streamlining Future Meetings by Focusing Topics: The Board discussed streamlining future meetings by focusing on specific topics each month. For example, October's meeting is focused on the budget. Another month is focused on the Lodge, etc.
- b. Request to merge the HOA and Metro: There was no additional discussion.
- c. Liaison for HOA: President Heeter discussed having a Board member attend HOA meetings to help facilitate communication and represent the District.
- d. Board Attendance at Community Meetings: The Board discussed having a Board member attend community meetings as a representative of the District.
- e. HOA Community Election on Revising ByLaws: There was no additional discussion.
- 13. Adjournment: Next Board Meeting is scheduled for September 12, 2022 at 10:00 AM. The Board unanimously adjourned the meeting at 8:13 PM.

Respectfully Submitted,
By: Rebecca Hardekopf, District Manage

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 15, 2022 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.



Cathedral Pines Metropolitan District Balance Sheet As of August 31, 2022

	Aug 31, 22		
ASSETS Current Assets			
Checking/Savings ECB Debt Service Fund ECB General Fund MM - CSafe Bond Fund UMB	300,548.49 386,471.14 0.53		
Total Checking/Savings	687,020.16		
Accounts Receivable Accounts Receivable	2,159.97		
Total Accounts Receivable	2,159.97		
Other Current Assets Prop Tax Rec - Debt Svc Prop Tax Rec - Gnl Fund 12000 · Undeposited Funds	6,100.66 6,100.66 833.33		
Total Other Current Assets	13,034.65		
Total Current Assets	702,214.78		
Fixed Assets Community Center Accum Depreciation Original Cost	-620,795.00 1,328,384.00		
Total Community Center	707,589.00		
Equipment Accum Depreciation Equipment - Other	-3,217.00 13,922.00		
Total Equipment	10,705.00		
Parks, Trails & Monument Accum Depreciation Original Cost Parks, Trails & Monument - Other	-637,121.00 897,354.77 98,162.53		
Total Parks, Trails & Monument	358,396.30		
Total Fixed Assets	1,076,690.30		
TOTAL ASSETS	1,778,905.08		
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable	F2 C24 72		
Accounts Payable (A/P)	52,631.73		
Total Accounts Payable	52,631.73		
Other Current Liabilities Deferred Revenue - Lodge Events Deferred Prop Tax - DSvc Deferred Prop Tax - Gnl Damage Deposits- Lodge Events	23,762.50 6,100.66 6,100.66 781.70		
Total Other Current Liabilities	36,745.52		
Total Current Liabilities	89,377.25		

8:19 AM 09/08/22 Accrual Basis

Cathedral Pines Metropolitan District Balance Sheet

As of August 31, 2022

	Aug 31, 22		
Long Term Liabilities Bonds Payable 2016 Bond Premium 2016 A/A Bond Premium 2016 Bond Premium 2016 - Other	-103,635.36 414,881.70		
Total Bond Premium 2016	311,246.34		
Bonds Payable 2016 - Other	4,410,000.00		
Total Bonds Payable 2016	4,721,246.34		
Total Long Term Liabilities	4,721,246.34		
Total Liabilities	4,810,623.59		
Equity Debt Svc / Cap Proj Funds General Fund-Restricted General Fund-Unrestricted Gov't Wide Fund Balance 32000 · Retained Earnings Net Income	155,805.00 8,054.00 33,873.00 -3,628,512.79 101,033.46 298,028.82		
Total Equity	-3,031,718.51		
TOTAL LIABILITIES & EQUITY	1,778,905.08		

8:11 AM 09/08/22 Accrual Basis

Cathedral Pines Metropolitan District Profit & Loss Budget vs. Actual

January through August 2022

		TOTAL			
	Aug 22	Jan - Aug 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-100 · GF INCOME					
1-105 · GF Prop Tax Revenue	2,201.34	288,967.68	292,867.00	-3,899.32	98.67%
1-110 · Specific Ownership Taxes	4,831.02	34,245.34	41,001.00	-6,755.66	83.52%
1-115 · Delinquent Tax and Interest	65.92	127.29			
1-120 · Rental Income - Lodge Events	2,650.00	44,700.50	75,000.00	-30,299.50	59.6%
1-127 · Rental Income - Shed	833.33	5,833.31	9,996.00	-4,162.69	58.36%
1-140 · FEMA Funds	0.00	0.00	20,000.00	-20,000.00	0.0%
Total 1-100 · GF INCOME	10,581.61	373,874.12	438,864.00	-64,989.88	85.19%
2-100 · DS INCOME					
2-115 · Delinquent Tax & Interest	65.91	127.28			
2-105 · DS Prop Tax Revenue	2,201.34	288,967.68	292,867.00	-3,899.32	98.67%
2-130 · DS Interest Income	514.20	1,329.71			
Total 2-100 · DS INCOME	2,781.45	290,424.67	292,867.00	-2,442.33	99.17%
Total Income	13,363.06	664,298.79	731,731.00	-67,432.21	90.79%
Gross Profit	13,363.06	664,298.79	731,731.00	-67,432.21	90.79%
Expense					
TRANSFERS OUT					
Capital Replacement Reserve	0.00	0.00	25,000.00	-25,000.00	0.0%
Total TRANSFERS OUT	0.00	0.00	25,000.00	-25,000.00	0.0%
1-1000 · SERVICES					
1-1005 · Audit	0.00	8,825.00	9,000.00	-175.00	98.06%
1-1008 · Consulting Services	0.00	2,295.00	10,000.00	-7,705.00	22.95%
1-1010 · Management Expense	3,675.00	29,400.00	46,305.00	-16,905.00	63.49%
1-1015 · Maintenance Management	2,635.00	22,076.25	26,250.00	-4,173.75	84.1%
1-1020 · Legal Fees	0.00	1,835.15	15,000.00	-13,164.85	12.23%
Total 1-1000 · SERVICES	6,310.00	64,431.40	106,555.00	-42,123.60	60.47%
1-2000 · LODGE					
1-2001 · Lodge Management	6,000.00	39,357.08	42,000.00	-2,642.92	93.71%
1-2005 · Advertising/ Website	256.04	3,070.26			
1-2010 · Booking Fee	0.00	0.00	5,000.00	-5,000.00	0.0%
1-2020 · Event Supplies	0.00	3,150.81	3,000.00	150.81	105.03%
1-2025 · Cleaning	380.00	408.91	500.00	-91.09	81.78%
1-2030 · Repairs and Maintenance	0.00	7,589.64	15,000.00	-7,410.36	50.6%
1-2035 · Utilities	1,481.46	5,240.81	10,000.00	-4,759.19	52.41%
1-2040 · Security	200.07	1,600.56	3,000.00	-1,399.44	53.35%
1-2043 · Capital Improvements - O&M	0.00	26,495.19	60,000.00	-33,504.81	44.16%
1-2044 · Landscape Maintenance	1,331.93	8,085.97	10,000.00	-1,914.03	80.86%
1-2045 · Snow Removal	0.00	4,880.00	10,000.00	-5,120.00	48.8%
1-2050 · Trash	630.16	1,835.27	6,000.00	-4,164.73	30.59%
1-2055 · Telephone	244.30	1,950.40	3,300.00	-1,349.60	59.1%
1-4030 · Lodge Contingency	0.00	87.12	10,000.00	-9,912.88	0.87%

8:11 AM 09/08/22 Accrual Basis

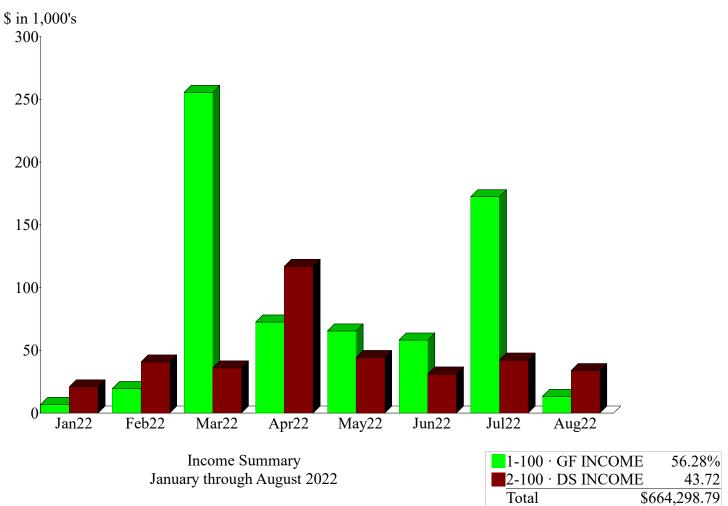
Net Income

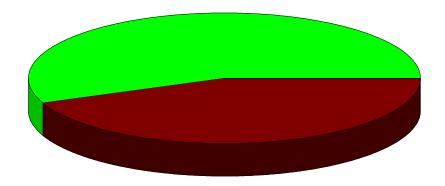
Cathedral Pines Metropolitan District Profit & Loss Budget vs. Actual

January through August 2022

TOTAL

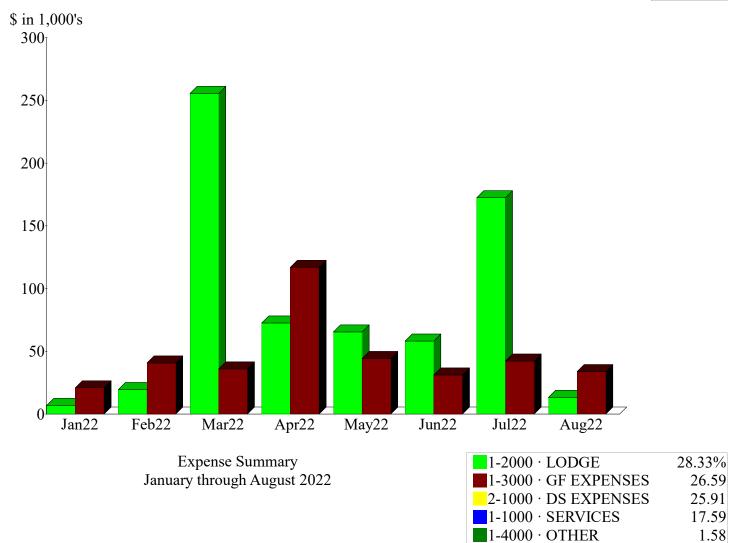
	Aug 22	Jan - Aug 22	Budget	\$ Over Budget	% of Budget	
1-3000 · GF EXPENSES						
License & Fees	0.00	678.87				
1-3005 · Landscape Maintenance	1,997.90	31,882.83	45,000.00	-13,117.17	70.85%	
1-3010 · Repair & Maintenance - O&M	13,642.31	22,289.81	25,000.00	-2,710.19	89.16%	
1-3015 · Snow Removal - O&M	0.00	5,400.00	25,000.00	-19,600.00	21.6%	
1-3020 · Utilities - O&M	1,267.05	7,363.86	20,000.00	-12,636.14	36.82%	
1-3025 · Infrastructure Replacement	0.00	0.00	10,000.00	-10,000.00	0.0%	
1-3030 · Election	0.00	28,737.87	10,000.00	18,737.87	287.38%	
1-3035 · GF - Contingency	0.00	1,051.30	10,000.00	-8,948.70	10.51%	
Total 1-3000 · GF EXPENSES	16,907.26	97,404.54	145,000.00	-47,595.46	67.18%	
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	0.00	685.12	500.00	185.12	137.02%	
1-4020 · Collection Fee GF(Treasurer)	34.01	4,336.44	4,393.00	-56.56	98.71%	
Total 1-4000 · OTHER	34.01	5,799.56	16,393.00	-10,593.44	35.38%	
2-1000 · DS EXPENSES						
2-1005 · Trustee Fees	0.00	400.00	800.00	-400.00	50.0%	
2-1010 · Collection Fee DS (Treasurer)	34.01	4,336.45	4,500.00	-163.55	96.37%	
2-1015 · Bond Principal Pmts	0.00	0.00	75,000.00	-75,000.00	0.0%	
2-1030 · Interest Expense DS	0.00	90,146.00	216,350.00	-126,204.00	41.67%	
2-1035 · DS - Contingency	0.00	0.00	1,000.00	-1,000.00	0.0%	
Total 2-1000 · DS EXPENSES	34.01	94,882.45	297,650.00	-202,767.55	31.88%	
Total Expense	33,809.24	366,269.97	768,398.00	-402,128.03	47.67%	
Net Ordinary Income	-20,446.18	298,028.82	-36,667.00	334,695.82	-812.8%	
et Income	-20,446.18	298,028.82	-36,667.00	334,695.82	-812.8%	

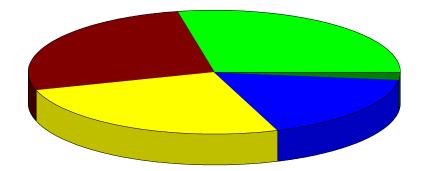




\$366,269.97

Total







Cathedral Pines Metropolitan District

PAYMENT REQUEST

9/12/2022

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
A Cut Above Tree Service	26512	7/11/2022	6,029.99	
A Cut Above Tree Service	26879	8/13/2022	3,329.83	
ADT	81522	8/15/2022	148.08	Security
ADT	82222	8/22/2022	51.99	Security
Biggs Kofford	107970	7/22/2022	8,825.00	
Black Hills Energy	5715886192	8/3/2022	22.85	
Black Hills Energy	5715886192	9/2/2022	22.85	
Ecton Espelaub	73122	7/31/2022	1,118.91	
EE Cleaning	8892	8/31/2022	380.00	
Handyman Happens	1186	7/22/2022	840.00	
I Do Windows	2872	4/6/2022	649.00	
Mountain View Electric	136515	8/17/2022	220.00	Utilities - O&M
Mountain View Electric	135430	8/17/2022	94.57	Utilities - O&M
Mountain View Electric	133152	8/17/2022	34.35	Utilities - O&M
Mountain View Electric	134333	8/17/2022	34.00	Utilities - O&M
Mountain View Electric	135331	8/17/2022	35.00	Utilities - O&M
Mountain View Electric	132214	8/17/2022	35.30	Utilities - O&M
Mountain View Electric	133146	8/17/2022	36.84	Utilities - O&M
Mountain View Electric	133210	8/17/2022	36.48	Utilities - O&M
Mountain View Electric	136159	8/17/2022	54.82	Utilities - O&M
Mountain View Electric	134231	8/17/2022	41.00	Utilities - O&M
Mountain View Electric	133118	8/17/2022	41.33	Utilities - O&M
Mountain View Electric	189478	8/17/2022	1,458.61	Utilities - O&M
Mountain View Electric	189479	8/17/2022	603.36	Utilities - Lodge
Stratus IQ	90122	9/1/2022	165.14	
The Warren Management Group, Inc.	17700	7/31/2022	2,635.00	
The Warren Management Group, Inc.	17841	8/31/2022	2,635.00	
VenQ	7	8/15/2022	6,256.04	
Walker Schooler District Managers	7159	8/31/2022	3,675.00	
Waste Connections of CO, Inc	4362214V315	8/1/2022	630.16	
TOTAL			40,140.50	

TOTAL	\$ 40,140.50

Director		