CATHEDRAL PINES METROPOLITAN DISTRICT NOTICE OF REGULAR MEETING BOARD OF DIRECTORS



Tuesday, April 16, 2024, at 9:00 AM (MST)
Cathedral Pines Lodge
13975 Milam Rd.
Colorado Springs, CO 80908
Or

Please join meeting from your computer, tablet or smartphone.

https://video.cloudoffice.avaya.com/join/161846385

You can also dial in using your phone.

United States: +1 (213) 463-4500 Access Code: 161-846-385

Public Welcome

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

Board of Director	Title	Term Expiration
Bill Heeter	President	May 2027
Rich Stauch	Vice President	May 2025
Kevin Combs	Treasurer	May 2027
Ecton Espenlaub	Secretary	May 2025
Chris Meacham	Director	May 2025 (appointed until May 2025)

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 of March 19, 2024 (enclosure)
- 5. Financial Update
 - a. Review and consider approval of Unaudited Financials through March 31, 2024 (enclosure) Kevin C
 - b. Ratify and consider approval of payables through the period ending April 16, 2024 (enclosure) Kevin C
- 6. Lodge Management Update
 - a. Review March Lodge Report (enclosure) Shalece
 - b. Discuss improved Bill
 - c. Review and consider approval for Asphalt Sealing (under separate cover) Rebecca/ Rylee
 - d. Review and consider approval for additional Varnish Proposals (enclosure) Rebecca
 - e. Review and consider approval of Window Cleaning Proposal (enclosure) Rebecca

- f. Discuss Event Insurance Rebecca
- g. Discuss WiFi Issues Rick
- h. Review Incentive Plan Proposal for Lodge Manager Chris/ Kevin C.

7. Landscaping Matters

- a. Review and consider approval for Landscape Project Proposals (under separate cover) Ecton/Rebecca
- b. Review and Discuss with Solitude Lage Mgmt. Regarding Vessey Ponds Ecton
 - i. Review and Discuss Pond Maintenance Proposal Ecton/Rebecca
 - ii. Review and consider acceptance of Fish Stocking Contract (enclosure) Rebecca
- c. Review and consider approval of Dog Waste Stations install (enclosure) Rick/Rebecca
- d. Decorative Benches Along Trail Update Bill
- e. Chipping Sign-Up Update Rebecca

8. Community Matters

- a. Review and consider approval of Parcel Locker replacement (enclosure) Rebecca
- b. Mailbox Security Committee Update Rick/ Ecton

9. Legal Matters

a. Review and Discuss IGA agreement with El Paso County Pond Maint. - Kevin W/ Rebecca

10. Other Business

- a. Status of sale of various items (Lodge Chairs, Movie Screen, Storage Rack) Bill
- b. Community Survey Results Bill
- c. Board Member feedback process through Kevin W.
- 11. **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)
- 12. Adjournment The next Scheduled Regular meeting is May 21, 2024, at 9:00 am





MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CATHEDRAL PINES METROPOLITAN DISTRICT HELD MARCH 19, 2024 AT 9:00 A.M.

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Wednesday, March 19, at 9:00 a.m., virtually via video/teleconference.

In attendance were Directors:

Bill Heeter Ecton Espenlaub Rick Stauch Kevin Combs Chris Meacham

Also in attendance were:

Kevin Walker, WSDM District Managers Rebecca Harris, WSDM District Managers Rylee DeLong, WSDM District Managers

- 1. Call to Order: President Heeter called the meeting to order at 9:05 a.m.
- 2. <u>Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:</u> President Heeter confirmed a quorum was present. There were no additional disclosures made by Board Members.
- 3. Approval of Agenda: The Board approved the Agenda as presented.
- 4. <u>Approval of Board Meeting Minutes from January 16, 2024, February 20, 2024, and Special Meeting Minutes of February 28, 2024</u>: After review, Director Espenlaub moved to approve the Meeting Minutes, with the spelling correction, from January 16, 2024, February 20, 2024, and February 28, 2024; seconded by Director Combs. Motion passed unanimously.

5. Financial Update

- a. Review and consider approval of Unaudited Financials through February 29, 2024: Ms. Harris presented the Unaudited Financials through February 29, 2024. After review, Director Espenlaub moved to approve the Unaudited Financials through February 29, 2024; seconded Director Combs. Motion passed unanimously.
- b. Ratify and consider approval of payables through the period ending March 19, 2024: Ms. Harris presented the payables through the period ending March 19, 2024 and added additional payables for reimbursements to President Heeter, for Lodge supplies and mailbox kiosk expense. After review, Director Meacham moved to approve the payables through the period ending March 19, 2024; seconded by Director Combs. Motion passed unanimously. President Heeter moved to ratify February payables; seconded by Director Combs. Motion passed unanimously.

c. Availability of State Grants to assist in completion of landscaping plan in 2024: Ms. Harris noted she is looking for State grants that the District could potentially qualify for to assist with the landscaping plan, as of right now there are none.

6. Lodge Management Update

- a. Review February Lodge Report: The Board reviewed the February Lodge Report. The Lodge has currently \$105,000 in bookings for 2024.
- b. Discuss 2024 Business/Bridal Marketing Plans: The Board discussed business and bridal events and marketing plans for 2024 including cross-marketing with local jewelry companies for engagement events.
- c. Parking Lot Lights (timer versus solar): The Board discussed the timer for the parking lot lights. President Heeter will continue to research options.
- d. Asphalt sealing and stripping: The Board discussed the need for asphalt sealing and stripping on the parking lot. Ms. Harris noted she is working on getting proposals.
- e. Review and consider approval for Varnish Proposals: Ms. Harris presented three proposals to revarnish the beams at the Lodge. After review, the Board requested WSDM to negotiate a lower rate for revarnishing just the beams on the Done Right Painting and Construction proposal and clarify the warranty details.
- f. Discuss Event Insurance Options again: Ms. Harris discussed the management issues with the District providing event insurance and recommended the renters continue to be responsible for providing event insurance when warranted. The Board directed Ms. Harris to investigate the cost of additional coverage for events and check with legal counsel on additional language in our contracts.
- g. Discuss Wi-Fi Issues: The Board discussed reports of Wi-Fi bandwidth issues and no service at the Lodge during events. Director Meacham will coordinate with Stratus IQ and Magnolia.
- 7. Discuss Board Objectives for 2024: The Board tabled this item.

8. Annual Meeting Recap

a. Discuss moving the annual meeting to March 2025: The Board discussed and agreed to tentatively schedule the 2025 annual meeting for February 25, 2025.

9. <u>Landscaping Matters</u>

- a. Discuss and determine possible Chipping Event Dates for Spring and Fall: The Board scheduled the Spring Chipping Event for May 28 May 31, and the Fall Chipping Event will be scheduled for the week of September 30th. The Board scheduled the barn cleanup for September 21st.
- b. Landscape Project and RFP Update: Ms. Harris reported that the landscape project RFP was distributed to six different landscape companies, and all have replied with interest in taking on the project. One proposal was already received from 101 Landscaping for just under \$90,000. The RFP deadline is in April before the next Board meeting.
- c. Review and Discuss Pond Maintenance Proposal: The Board reviewed the pond maintenance proposal and requested clarification on the details.
- d. Discuss LandTech snow removal costs: The Board discussed that the LandTech snow removal costs have been higher than anticipated and will monitor the time that is being billed for.
- e. Dog Waste Stations Locations and Consider Approval to Purchase: The Board discussed the

- dog waste station locations. President Heeter moved to approve the purchase of up to 4 dog stations for a total cost not to exceed \$1000. After discussion, the Board decided to confirm additional details and information before considering a formal motion.
- f. Decorative Benches Along Trail Update: President Heeter reported that two people have committed to purchasing a bench.

10. Community Matters

- a. Discuss Mailbox Repair status: The Board discussed the mailbox repair status and options for mailbox security.
- b. Mailbox Security Committee Update: Director Stauch discussed the committee meeting that was held last week where security options and proposals were reviewed. The next step would be to get the design plans approved by USPS.
- c. Discuss status of monument lighting: The Board discussed that all of the monument lights have had to be replaced except for one.

11. Legal Matters

- a. Review and consider approval for Survey Proposals: Ms. Harris presented three proposals for the survey. After review, President Heeter moved to approve the low-cost survey proposal for \$500; seconded by Director Stauch. Motion passed unanimously.
- b. Review and Discuss IGA agreement with El Paso County Pond Maintenance: Ms. Harris discussed the IGA agreement with El Paso County for pond maintenance. Once drafted, the IGA will be reviewed by legal counsel.

12. Other Business

- a. Discuss status of sale of various items (Lodge Chairs, Movie Screen, Storage Rack): President Heeter discussed the status of selling various items including the old chairs and using the proceeds to purchase new chairs.
- b. Community Survey with HOA: President Heeter presented draft community survey questions. Ms. Harris noted that WSDM can distribute the survey at no cost.
- c. Joint HOA/ Metro calendar of community events: The Board discussed the joint HOA and District calendar of community events and noted the dates just need to be finalized.
- d. Board Member feedback process through Kevin W.: President Heeter noted he would like to schedule a time to provide general feedback to Mr. Walker.
- 13. Public Comment: There was no public comment.
- 14. <u>Adjournment</u>: Director Stauch moved to adjourn the meeting at 11:15 a.m.; seconded by Director Combs. Motion passed unanimously.

Respectfully Submitted,				
By: Rebecca Harris, District Manager				

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 19, 2024 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.



Cathedral Pines Metropolitan District Balance Sheet

As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets Checking/Savings	
ECB Debt Service Fund	235,141.84
ECB - General Fund New Reserve	50,000.00
ECB - General Fund New - Other	186,509.31
Total ECB - General Fund New	236,509.31
MM - CSafe Bond Fund UMB 1071 · Bill.com Money In Clearing	0.53 125.31
Total Checking/Savings	471,776.99
Accounts Receivable Accounts Receivable	11,500.01
Total Accounts Receivable	11,500.01
Other Current Assets	
Prop Tax Rec - Debt Svc Prop Tax Rec - Gnl Fund	194,121.96 216,959.72
Total Other Current Assets	411,081.68
Total Current Assets	894,358.68
Fixed Assets	094,000.00
Community Center	
Accum Depreciation	-666,235.00
Original Cost	1,328,384.00
Total Community Center	662,149.00
Equipment	0.404.00
Accum Depreciation Equipment - Other	-2,401.00 13,922.00
Total Equipment	11,521.00
Parks, Trails & Monument	
Accum Depreciation	-687,633.00
Parks, Trails & Monument - Other	1,006,154.88
Total Parks, Trails & Monument	318,521.88
Streets, Signs & Lights	60.92
Total Fixed Assets	992,252.80
TOTAL ASSETS	1,886,611.48
LIABILITIES & EQUITY Liabilities	
Current Liabilities	
Accounts Payable Accounts Payable (A/P)	21,850.67
Total Accounts Payable	21,850.67
Other Current Liabilities	
Accrued Interest - DSvc	17,779.00
Deferred Revenue - Lodge Events	36,300.75 104,131.06
Deferred Prop Tax - DSvc Deferred Prop Tax - Gnl	194,121.96 216,959.72
Damage Deposits- Lodge Events	750.00
Total Other Current Liabilities	465,911.43
Total Current Liabilities	487,762.10
	.5.,. 52.10

3:10 PM 04/09/24 Accrual Basis

Cathedral Pines Metropolitan District Balance Sheet

As of March 31, 2024

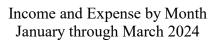
	Mar 31, 24				
Long Term Liabilities Bonds Payable 2016 Bond Premium 2016 A/A Bond Premium 2016 Bond Premium 2016 - Other	-122,598.36 414,881.70				
Total Bond Premium 2016	292,283.34				
Bonds Payable 2016 - Other	4,260,000.00				
Total Bonds Payable 2016	4,552,283.34				
Total Long Term Liabilities	4,552,283.34				
Total Liabilities	5,040,045.44				
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 83,883.77 193,463.06				
Total Equity	-3,153,433.96				
TOTAL LIABILITIES & EQUITY	1,886,611.48				

Cathedral Pines Metropolitan District Profit & Loss Budget vs. Actual January 1, 2024 - April 11, 2024

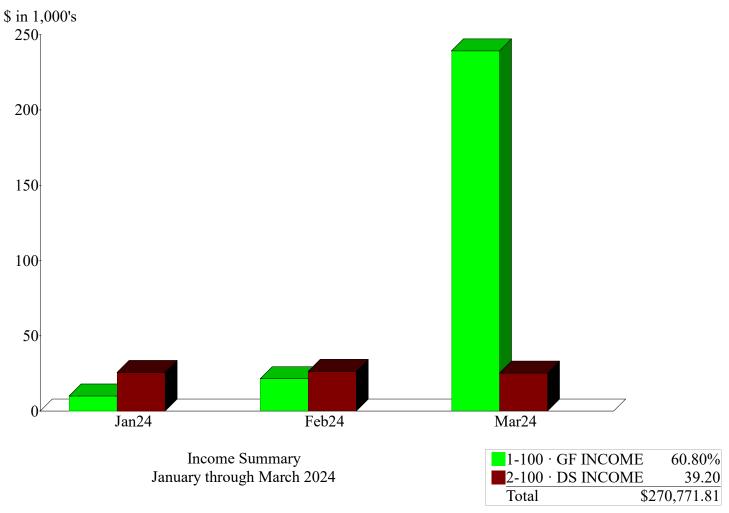
				TOTAL				
	Mar 24	Budget	\$ Over Budget	YTD	Budget	\$ Over Budget	% of Budget	
ary Income/Expense	-							
Income								
1-100 · GF INCOME								
1-105 · GF Prop Tax Revenue	114,326.61	27,740.08	86,586.53	115,921.28	332,880.96	-216,959.68	34.82%	
1-110 · Specific Ownership Taxes	4,880.14	3,679.25	1,200.89	10,054.86	44,151.00	-34,096.14	22.77%	
1-120 · Rental Income - Lodge Events	15,500.00	6,500.00	9,000.00	35,650.00	78,000.00	-42,350.00	45.71%	
1-127 · Rental Income - Shed	1,000.00	1,000.00	0.00	3,000.00	12,000.00	-9,000.00	25.0%	
Total 1-100 · GF INCOME	135,706.75	38,919.33	96,787.42	164,626.14	467,031.96	-302,405.82	35.25%	
2-100 · DS INCOME								
2-105 · DS Prop Tax Revenue	102,292.23	24,820.00	77,472.23	103,719.04	297,840.00	-194,120.96	34.82%	
2-130 · DS Interest Income	1,203.25	125.00	1,078.25	2,426.63	1,500.00	926.63	161.78%	
Total 2-100 · DS INCOME	103,495.48	24,945.00	78,550.48	106,145.67	299,340.00	-193,194.33	35.46%	
Total Income	239,202.23	63,864.33	175,337.90	270,771.81	766,371.96	-495,600.15	35.33%	
Expense								
1-1000 · SERVICES								
1-1005 · Audit	0.00	800.00	-800.00	0.00	9,600.00	-9,600.00	0.0%	
1-1010 · Management Expense	7,000.00	7,000.00	0.00	21,000.00	84,000.00	-63,000.00	25.0%	
1-1012 · Meeting Expense	0.00			263.90				
1-1020 · Legal Fees	0.00	1,250.00	-1,250.00	875.00	15,000.00	-14,125.00	5.83%	
Total 1-1000 · SERVICES	7,000.00	9,050.00	-2,050.00	22,138.90	108,600.00	-86,461.10	20.39%	
1-2000 · LODGE	,	.,	,	,	,			
1-2001 · Lodge Management	3,500.00	3,500.00	0.00	13,950.00	42,000.00	-28,050.00	33.21%	
1-2005 · Advertising/ Website	1,750.00	1,750.00	0.00	7,000.00	21,000.00	-14,000.00	33.33%	
1-2020 · Event Supplies	400.23	333.33	66.90	877.88	3,999.96	-3,122.08	21.95%	
1-2025 · Cleaning	380.00	416.66	-36.66	1,520.00	4,999.92	-3,479.92	30.49	
1-2030 · Repairs and Maintenance	80.33	833.33	-753.00	6,450.77	9,999.96	-3,549.19	64.51%	
1-2035 · Utilities	808.31	833.33	-25.02	2,907.81	9,999.96	-7,092.15	29.08%	
1-2040 · Security	406.03	208.33	197.70	869.25	2,499.96	-1,630.71	34.77%	
1-2043 · Capital Improvements - O&M	0.00	291.66	-291.66	0.00	3,499.92	-3,499.92	0.0%	
1-2044 · Landscape Maintenance	0.00	1,000.00	-1,000.00	3,334.00	12,000.00	-8,666.00	27.78%	
1-2045 · Snow Removal	128.00	833.33	-705.33	576.00	9,999.96	-9,423.96	5.76%	
1-2050 · Trash	275.56	250.00	25.56	1,102.24	3,000.00	-1,897.76	36.74%	
1-2055 · Telephone	204.99	208.33	-3.34	819.96	2,499.96	-1,680.00	32.89	
1-4030 · Lodge Contingency	0.00	833.33	-833.33	0.00	9,999.96	-9,999.96	0.0%	
Total 1-2000 · LODGE		11,291.63	-3,358.18		135,499.56	-96,091.65	29.08%	
1-3000 · GF EXPENSES	7,000.10	11,201.00	0,000.10	00,101.01	100,100.00	00,001.00	20.007	
1-3002 · License & Fees	0.00			676.60				
1-3005 · Landscape Maintenance	3,499.09	5,416.66	-1,917.57	11,380.09	64,999.92	-53,619.83	17.51%	
1-3008 · Landscape Upgrade	0.00	4,166.66	-4,166.66	0.00	49,999.92	-49,999.92	0.0%	
1-3010 · Repair & Maintenance - O&M	486.34	1,666.66	-1,180.32	486.34	19,999.92	-19,513.58	2.43%	
1-3015 · Snow Removal - O&M	2,540.00	833.33	1,706.67	7,497.67	9,999.96	-2,502.29	74.98%	
1-3020 · Utilities - O&M	499.09	1,250.00	-750.91	1,522.90	15,000.00	-13,477.10	10.15%	
1-3035 · GF - Contingency	0.00	833.33	-833.33	0.00	9,999.96	-9,999.96	0.0%	
•				21,563.60		-148,436.08		
Total 1-3000 · GF EXPENSES 1-4000 · OTHER	1,024.32	14,166.64	-7,142.12	∠1,303.00	169,999.68	-140,430.08	12.68%	
	0.00	1 125 00	.1 125 00	0.00	13 500 00	-12 500 00	0.0%	
·							24.939	
, ,							34.83%	
•							0.0% 8.54%	
1-4010 · Insurance/ Fees 1-4015 · Office Expenses 1-4020 · Collection Fee GF(Treasurer) 1-4000 · OTHER - Other Total 1-4000 · OTHER	0.00 60.60 1,714.90 0.00	1,125.00 83.33 416.08 316.66 1,941.07	-1,125.00 -22.73 1,298.82 -316.66 -165.57	0.00 249.30 1,738.82 0.00 1,988.12	13,500.00 999.96 4,992.96 3,799.92 23,292.84	-13,500.00 -750.66 -3,254.14 -3,799.92 -21,304.72		

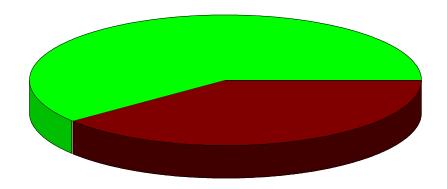
Cathedral Pines Metropolitan District Profit & Loss Budget vs. Actual January 1, 2024 - April 11, 2024

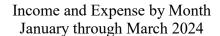
					TOTAL			
	Mar 24	Budget	\$ Over Budget	YTD	Budget	\$ Over Budget	% of Budget	
2-1000 · DS EXPENSES								
2-1005 · Trustee Fees	0.00	66.66	-66.66	0.00	799.92	-799.92	0.0%	
2-1010 · Collection Fee DS (Treasurer)	1,534.38	372.33	1,162.05	1,555.78	4,467.96	-2,912.18	34.82%	
2-1015 · Bond Principal Pmts	0.00	7,083.33	-7,083.33	0.00	84,999.96	-84,999.96	0.0%	
2-1030 · Interest Expense DS	0.00	17,529.17	-17,529.17	0.00	210,350.04	-210,350.04	0.0%	
Total 2-1000 · DS EXPENSES	1,534.38	25,051.49	-23,517.11	1,555.78	300,617.88	-299,062.10	0.52%	
Total Expense	25,267.85	61,500.83	-36,232.98	86,654.31	738,009.96	-651,355.65	11.74%	
Net Ordinary Income	213,934.38	2,363.50	211,570.88	184,117.50	28,362.00	155,755.50	649.17%	
Net Income	213,934.38	2,363.50	211,570.88	184,117.50	28,362.00	155,755.50	649.17%	



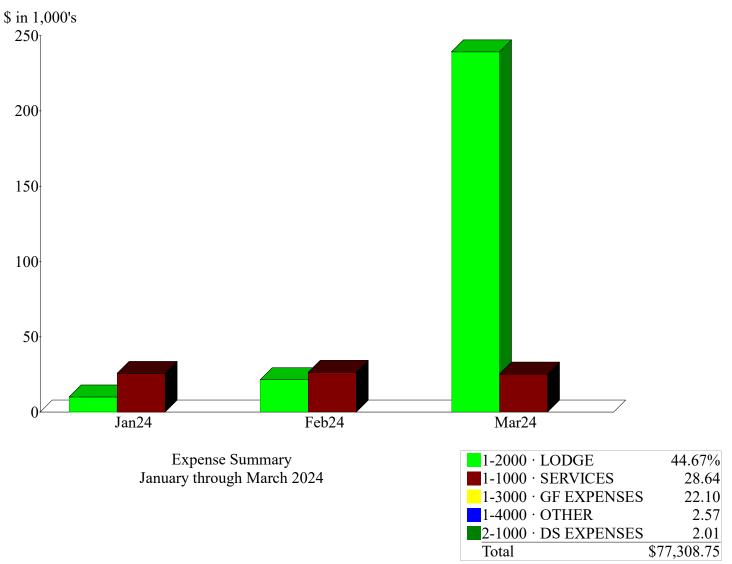


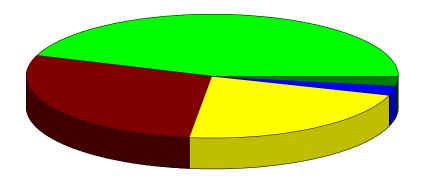














Cathedral Pines Metropolitan District

PAYMENT REQUEST

4/16/2024

GENERAL FUND ACCOUNT

Company	Invoice	Date		Amount	Comments
ADT	32624	3/26/2024	\$	348.84	Paid Online
Black Hills Energy	5715886192	4/3/2024	\$	256.01	Auto Pay
					Grass Seed, Garbage Bags,
	00004	0/00/0004	Φ.	045.40	Handle-Lodge Door, Aerator- Lodge Kitchen Sink
Ecton Espelaub	32624	3/26/2024		245.42	Buld Royal Granite, Mail Slot
Ecton Espelaub	139799380-001	4/4/2024	Ė		Buid Royal Graffite, Mail Slot
EE Cleaning	11218	3/31/2024	\$	380.00	
EE Cleaning	11219	2/29/2024	\$	380.00	
J&E Electric	998630	3/19/2024	\$	400.00	
LandTech	8511	3/21/2024	\$	2,668.00	
LandTech	8697	4/1/2024	\$	3,334.00	
Mountain View Electric	360501	3/20/2024	\$	38.73	Utilities - O&M
Mountain View Electric	360601	3/20/2024	\$	59.00	Utilities - O&M
Mountain View Electric	404701	3/20/2024	\$	40.33	Utilities - O&M
Mountain View Electric	103043401	3/20/2024	\$	489.43	Utilities - Lodge
Mountain View Electric	103045401	3/20/2024	\$	41.44	Utilities - O&M
Mountain View Electric	103047401	3/20/2024	\$	37.62	Utilities - O&M
Mountain View Electric	103051401	3/20/2024	\$	37.62	Utilities - O&M
Mountain View Electric	103051901	3/20/2024	\$	37.87	Utilities - O&M
Mountain View Electric	103161601	3/20/2024	\$	38.86	Utilities - O&M
Mountain View Electric	103162001	3/20/2024	\$	46.62	Utilities - O&M
Mountain View Electric	103470800	3/20/2024	\$	38.00	Utilities - O&M
Mountain View Electric	103484500	3/20/2024	\$	44.00	Utilities - O&M
Mountain View Electric	103470400	3/20/2024	\$	39.00	Utilities - O&M
Stratus IQ	7699	4/1/2024	\$	204.99	
TWM	107675	4/1/2024	\$	1,750.00	
Waste Connection	502454V315	4/1/2024	\$	275.56	Auto Payment
WSDM District Managers	7935	3/31/2024	\$	7,060.60	
TOTAL			\$	18,431.19	

Eastern Colorado Bank 4/9/24 \$ 189,009.62
This Months Payables \$ (18,431.19)
Eastern Colorado Bank After Draw \$ 170,578.43





Monthly Online Report

March 2024



Executive Summary

Dear The Lodge at Cathedral Pines,

It is our great privilege to support you in your online efforts. Some of the key highlights last month were:

- Increased Pinterest views to over 50,830
- Drove 164 visitors to the contact page resulting in a number of form and phone contacts.
- Generated a Meta Reach of 18,453

We look forward to continue executing on our online marketing plan, as we continue to remain focused on developing strategic value for you through technology.

In an effort to represent you with excellence, we will be providing these reports on a monthly basis. With that said, please find the activities and progress report, and this month's preview.

Respectfully, Travis Mark



Google Analytics v4: Overview

Account: The Lodge at Cathedral Pines | Traffic channel: All | Filter: All Users | Period: 01 Mar - 31 Mar, 2024

Sessions

1.8K

The number of sessions within the date range

Engagement Rate

47.11%

The percentage of engaged sessions

New Sessions

80.90%

An estimate of the percentage of first time visits

Avg. Session Duration

00:01:56

The average length of a Session

Pages / Sessions

1.74

The average number of pages viewed during a session

Google Analytics v4: Top Traffic Channels by Sessions

Account: The Lodge at Cathedral Pines | Filter: All Users | Period: 01 Mar - 31 Mar, 2024



Total 1,827 (100%)

Google Analytics v4: New Vs Returning Visitors

Account: The Lodge at Cathedral Pines | Traffic channel: All | Period: 01 Mar - 31 Mar, 2024



Google Analytics v4: Top Pageviews

Account: The Lodge at Cathedral Pines | Traffic channel: All | Period: 01 Mar - 31 Mar, 2024

No.	Page	Pageviews▼	Avg. Time on Page	Sessions	Engaged sessions
1	1	1,196 (37.57%)	00:26	1,047 (57.15%)	599 (69.41%)
2	/wedding-venue-colorado-springs/	1,042 (32.74%)	00:58	857 (46.78%)	483 (55.97%)
3	/event-venue/	363 (11.40%)	00:42	320 (17.47%)	252 (29.20%)
4	/contact-us/	164 (5.15%)	00:55	133 (7.26%)	106 (12.28%)
5	/wedding-venue-colorado-springs/weddin g-images/	151 (4.74%)	01:34	141 (7.70%)	124 (14.37%)
6	/special-occasions/	90 (2.83%)	00:39	79 (4.31%)	70 (8.11%)



No.	Page	Pageviews ▼	Avg. Time on Page	Sessions	Engaged sessions
7	/family-events/	53 (1.67%)	00:35	45 (2.46%)	41 (4.75%)
8	/blog/	29 (0.91%)	00:23	26 (1.42%)	21 (2.43%)
9	/colorado-meeting-venue/	24 (0.75%)	00:24	23 (1.26%)	14 (1.62%)
10	/family-reunion-colorado/	9 (0.28%)	01:13	9 (0.49%)	7 (0.81%)

Google Analytics: Referrals

Account: The Lodge at Cathedral Pines | View: All Web Site Data | Segment: All Users | Period: 01 Mar - 31 Mar, 2024

No. Source	Users▼	New Users	Sessions	Bounce Rate	Pages / Session	Avg. Session Duration

Google Business Profile: Impressions (Overview)

Location: The Lodge at Cathedral Pines (13977 Milam Rd, Colorado Springs, 80908) | Period: 01 Mar - 31 Mar, 2024

Impressions Desktop Maps

99

Business impressions on Google Maps on Desktop devices.

Impressions Desktop Search

329

Business impressions on Google Search on Desktop devices.

Impressions Mobile Maps

395

Business impressions on Google Maps on Mobile devices.

Impressions Mobile Search

1.1K

Business impressions on Google Search on Mobile devices.



This month's preview

Some of the key focus areas and activities we will be working on this month are:

- Conduct quarterly SEO audit
- Develop new website content
- Monitor and update PPC campaigns
- Continue developing and delivering content to social channels

Lodge Traffic March 2024

Venue Tours

#	Tour Name	Tour Date	Schedule Method	Event Type	<u>Desired</u> <u>Date</u>	Anticipated Guest Count	Booked?	<u>Date</u> <u>Booked</u>	<u>Notes</u>
1	Carissa Dean	March 3, 2024	Website	Wedding	August	100	No	1	Canceled tour, "change of plan"
2	Rachel Dinger	March 4, 2024	Website	Wedding	March 22, 2025	100	ı	ı	Canceled tour, no reason given
3	Michelle Haman	March 7, 2024	Website	Wedding	August 3, 10, or 31	40	Yes	July 27, 2024	-
4	Madelyn Whitaker	March 7, 2024	Website	Wedding	December 2024, January 2025, or March 2025	75	No	1	Booked Another Venue
5	Ana Strevett	March 8, 2024	Website	Wedding	July 6	108	No	-	Canceled tour, went with different venue
6	Kim Bratton	March 8, 2024	Phone Call	Anniversary Party	August 3	60	Yes	August 3, 2024	30th anniversary party
7	Matt Little	March 10, 2024	Website	Wedding	September/ October	75	-	-	Canceled tour, illness
8	Vivian Zeng	March 10, 2024	Website	Wedding	September 27, 2024	100	No	-	Canceled tour, booked another venue
9	Megan Allen	March 10, 2024	Website	Wedding	March 15, 2025	100	No	-	Booked another venue
10	Elisabeth Berry	March 10, 2024	Website	Wedding	Summer 25	80			
11	Michelle	March 12,	Phone Call	Wedding	August	40			

	Jones	2024							
12	Christina Del Valle	March 17, 2024	Website	Wedding	July 2024	115	Yes	July 30, 2024	Virtual Tour
13	Faydra Boyce	March 19, 2024	Website	Wedding	late summer/ early fall	80	No	-	LGBTQ+ wedding; canceled tour, found other venue
14	Mark Boley	March 22, 2024	Website	Wedding	June 19	50	-	-	No Show
15	Amber Adcox	March 23, 2024	Website	Wedding	November 2025	75-80	Tentative Yes	November 13, 2025	
16	Emily Genz	March 29, 2024	Website	Graduation Party	May 28, 2024	Unsure	Tentative Yes	May 27, 2024	Graduation Open House
17	Ashley Epler	March 30, 2024	Phone Call				-	-	Rescheduled due to illness
18	Aidaly Quintana	March 30, 2024	Website	Wedding	April 2026	150-200	-	-	Rescheduled due to illness
19	Justine Fellhouer	March 30, 2024	Website	Wedding	Summer 2025	100	-	-	Rescheduled due to illness

Resident Tours

Tour Name	Tour Date	Event Date	Resident Sponsor
Stacy Moulton	March 7, 2024	December 2024	Stacy Moulton
Jenny Alden	March 8, 2024	June 16, 2024	Jenny Alden
Shannon Spangler	March 17, 2024	June 16, 2024	Jenny Alden

Resident Events

Event Name	Event Date	Event Type	Resident Sponsor
Resident Johnson Event	March 9, 2024	Prom	Kim Johnson
Resident Matchette Event	March 15, 2024	Rehearsal Dinner	Joe Matchette

Outside Events

Event Name	Event Date	Event Type	Rental Type
Hayes/Mueller Wedding	March 28, 2024	Wedding	Venue Only

Community Events

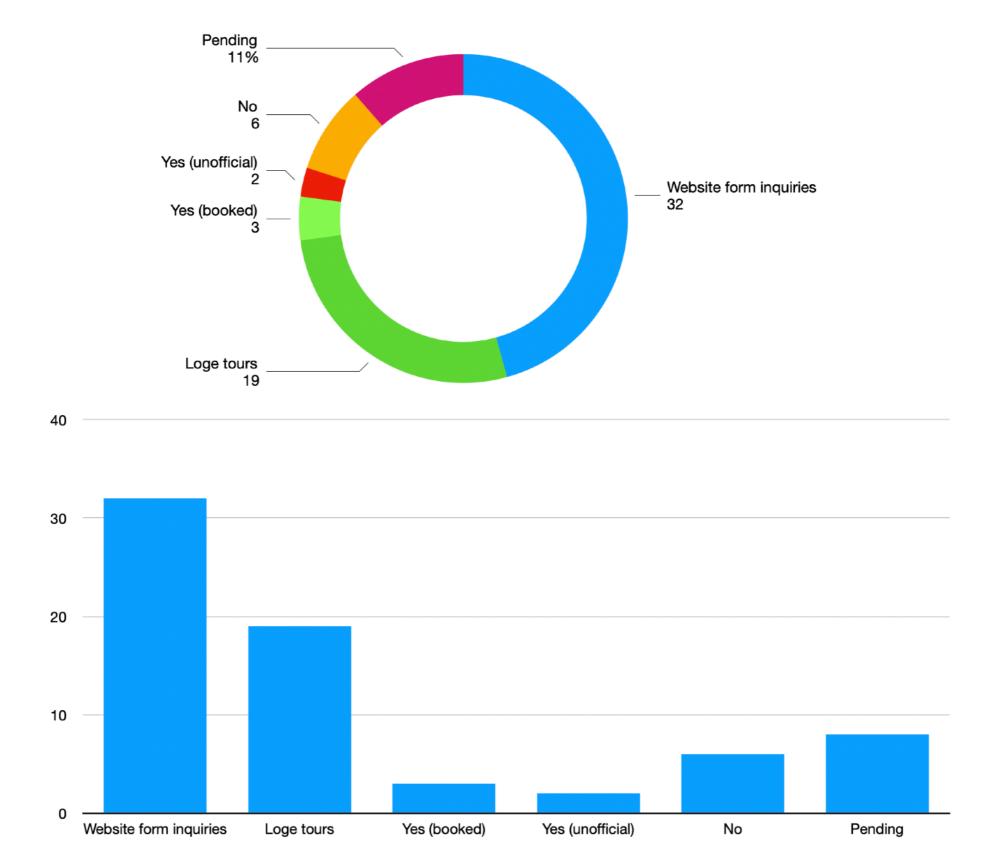
Event Type	Event Date	Resident Sponsor
HOA/ACC Meeting	March 5, 2024	НОА
HOA Bunco Night	March 13, 2024	HOA/Lori O'Neil
Metro Board Meeting	March 19, 2024	Metro Board

Bookings

Event Type	Renter Name	Event Date	Rental Type	Resident Sponsor	Date Booked	Tour Date
Open House	Stephanie Moore	May 20, 2024	Venue Only	-	March 6, 2024	-
Wedding	Dustin Stauffer & Julie Bucci	August 4, 2024	Venue Only	-	March 10, 2024	February 17, 2024
Anniversary Party	Danny & Kim Bratton	August 3, 2024	Venue Only	-	March 11, 2024	March 8, 2024
Wedding	Christina Del Valle & Sebastian Young	July 30, 2024	Venue Only	1	March 15, 2024	March 17, 2024
Wedding	Shannon Spangler & Dave McCready	June 16, 2024	Resident Sponsored Rental	Jenny Alden	March 18, 2024	March 8, 2024
Wedding	Taylor Shasteen & Nate Moulton	December 22, 2024	Resident Sponsored Event	Stacy Moulton	March 27, 2024	March 7, 2024
Wedding	Michelle Haman & Joe	July 27, 2024	Venue Only Rental	-	March 28, 2024	March 16, 2024

	Colonese					
Wedding	Adin Schwenke & Bailey Spriggs	July 29, 2024	Venue Only Rental	-	March 28, 2024	February 1, 2024

Lodge Traffic March 2024





ESTIMATE

Prepared For

CATHEDRAL PINES/ WSDM 1377 Milam Rd. Black Forest, CO 447-4840

DONE RIGHT PAINTING AND CONSTRUCTION

Estimate # cathedral pines
Date 02/09/2024

1603 Sawyer Way Colorado Springs , CO 80917

Phone: (719) 551-2123

Email: drp@donerightpaintingcs.com

Description Total

STAINED BEAMS IN FRONT

\$5,115.00

- 1. Pick up materials.
- 2. Set up tools and materials.

EAST SIDE PILLARS

- 1. Strip off top layer of old stain and sealer. Only on all sides of the beams the A frame beams. Then sand down to stainable wood.
- 2. Clean wood.
- 3. Two coat application of oil based semi transparent matching color stain, 3 products we use to choose from.
- 4. Final clean up and inspection of work, touch up if necessary.

We believe that the ceilings do not need to be worked on and would encourage you to not do those.

IT IS ENCOURAGED TO RECOAT STAINTED WOOD ABOUT EVERY 5 YEARS. OUR WARRANTY IS FOR 5 YEARS TO RECOAT THE SAME SURFACES THAT ARE STAINED. 15% OFF THAT PRICE AT THAT TIME.

Total	\$5,115.00
Subtotal	\$5,115.00

CATHEDRAL PINES/ WSDM





The Lodge at Cathedral

13977 Milam Road Colorado Springs, Colorado 80908 Quote #10139

From EE Cleaning

719.231.6347

Office@eecleaning.net www.eecleaning.net 3108 Beacon Street

Colorado Springs, Colorado 80907

Bill To 13977 Milam Road

Colorado Springs, Colorado 80908

Sent On 04/05/2024

Job Title Estimate for Window Clean

Product/Service	Description	Qty.	Unit Price	Total
Interior & Exterior window clean		1	\$618.00	\$618.00

Total

\$618.00





SERVICES CONTRACT

CUSTOMER NAME: Cathedral Pines Metro Services

SUBMITTED TO: Rebecca Harris CONTRACT DATE: March 25th, 2024

SUBMITTED BY: Eryn Adrian

SERVICES: Fish Stocking in Upper and Lower pond at Cathedral Pines

This agreement (the "Agreement") is made as of the date indicated above, and is by and between SOLitude Lake Management, LLC ("Solitude" or the "Company") and the customer identified above (the "Customer") on the terms and conditions set forth in this Agreement.

- 1. <u>The Services</u>. SOLitude will provide services at the Customer's property as described in Schedule A attached hereto:
- 2. PAYMENT TERMS. The total fee for services is \$3,435.00. Price is valid for 60 days from the contract date. The Customer shall pay 50% of this service fee upon execution of this Agreement. The balance (remaining 50% of fee) will be invoiced to Customer by SOLitude following completion of the Services. For any work completed or materials in storage on the customer's behalf at the end of each month, the company will invoice and the customer will be responsible for paying the percent of the total work completed as of that date, less any previous deposit paid. Should the work performed be subject to any local, state, or federal jurisdiction, agency, or other organization of authority for sales or other taxes or fees in addition to those expressly covered by this contract, customer will be invoiced and responsible for paying said additional taxes in addition to the fee above. Customer agrees to pay all invoices within thirty (30) days of invoice date. The Customer will be liable for any returned check fees and any collection costs, including reasonable attorney fees and court costs, for any invoices not otherwise timely paid, and interest at the rate of 1% per month may be added to all unpaid invoices. Company shall be reimbursed by the Customer for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on the Company by the Customer that are not covered specifically by the written specifications of this contract.
- 3. <u>TERM AND EXPIRATION.</u> This Agreement is for a one-time service as described in the attached Schedule A. Any additional services will be provided only upon additional terms as agreed to by the parties in writing.

Cathedral Pines 2024 Fish Stocking Contract Page 2 of 6



4. <u>DISCLAIMER.</u> SOLitude is not responsible for the failure of any treatment, equipment installation, or other work that result from dam or other structural failures, severe weather and storms, flooding, or other acts of God that are outside of the control of SOLitude.

Customer understands and acknowledges that there are irrigation restrictions associated with many of the products used to treat lakes and ponds. The customer is responsible for notifying SOLitude in advance of the contract signing and the start of the contract if they utilize any of the water in their lakes or ponds for irrigation purposes. The customer accepts full responsibility for any issues that may arise from the irrigation of turf, ornamentals, trees, crops, or any other plants as a result of treated water being used by the customer for irrigation without the consent or knowledge of SOLitude.

Although there is rarely direct fish toxicity with the products used for treatment when applied at the labeled rate, or the installation and normal operation of the equipment we install, there is a risk under certain circumstances of significant dissolved oxygen drops. This risk is most severe in times of extremely hot weather and warm water temperatures, as these are the conditions during which dissolved oxygen levels are naturally at their lowest levels. Oftentimes lakes and ponds will experience natural fish kills under these conditions even if no work is performed. Every effort, to include the method and timing of application, the choice of products and equipment used, and the skill and training of the staff, is made to avoid such problems. However, the customer understands and accepts that there is always a slight risk of the occurrence of adverse conditions outside the control of SOLitude that will result in the death of some fish and other aquatic life. The customer also understands and accepts that similar risks would remain even if no work was performed. The customer agrees to hold SOLitude harmless for any issues with fish or other aquatic life which occur as described above, or are otherwise outside the direct control of the SOLitude, unless there is willful negligence on the part of SOLitude.

While SOLitude Lake Management LLC makes every effort to thoroughly inspect the site before providing this contract proposal or beginning any work, it is possible, without fault or negligence, that unforeseen circumstances may arise, or that hidden conditions on the site might be found in the course of the performance of the contract work, which would result in additional time or material costs that exceed this contract pricing. Should this occur, the customer will be notified of these unforeseen circumstances or conditions and be responsible for the costs associated with remedying. By signing this agreement, the customer acknowledges that they have informed SOLitude Lake Management® of all known and relevant current site conditions that would be reasonable to expect could affect our ability to successfully complete the contract work.

5. <u>INSURANCE AND LIMITATION OF LIABILITY</u>. Solitude will maintain general liability and property damage insurance as necessary given the scope and nature of the Services. The Company will be responsible for those damages, claims, causes of action, injuries or legal costs to the extent of its own direct negligence or misconduct, and then only to an amount not to exceed the annual value of this Agreement. In no event will any party to this Agreement be liable to the other for incidental, consequential or purely economic damages.

Cathedral Pines 2024 Fish Stocking Contract Page 3 of 6



- 6. <u>FORCE MAJEURE</u>. The Company shall not be liable for any delay in performing the Services, nor liable for any failure to provide the Services, due to any cause beyond its reasonable control.
- 7. <u>ANTI-CORRUPTION AND BRIBERY.</u> Each party represents that neither it nor anyone acting on its behalf has offered, given, requested or accepted any undue financial or other advantage of any kind in entering into this Agreement, and that it will comply with all applicable laws and regulations pertaining to corruption, competition and bribery in carrying out the terms and conditions of this Agreement.
- 8. <u>GOVERNING LAW</u>. This Agreement shall be governed and construed in accordance with the laws of the state in which the Services are performed.
- 9. <u>ENTIRE AGREEMENT</u>. This Agreement constitutes the entire agreement between the parties with respect to the subject matter and replaces any prior agreements or understandings, whether in writing or otherwise. This Agreement may not be modified or amended except by written agreement executed by both parties. In the event that any provision of this Agreement is determined to be void, invalid, or unenforceable, the validity and enforceability of the remaining provisions of this Agreement shall not be affected.
- 10. <u>NOTICE</u>. Any written notice provided under this Agreement may be sent via overnight mail, certified mail, hand delivery or electronic mail with delivery confirmation, to the individuals and addresses listed below.
- 11. <u>BINDING</u>. This Agreement shall inure to the benefit of and be binding upon the legal representatives and successors of the parties.
- 12. <u>FUEL/TRANSPORTATION SURCHARGE</u>. Like many other companies that are impacted by the price of gasoline, a rise in gasoline prices may necessitate a fuel surcharge. As such, the Company reserves the right to add a fuel surcharge to Customer's invoice for any increase in the cost of fuel as measured above the same time period in the prior year (by the National U.S. Average Motor Gasoline-Regular Fuel Price per Gallon Index reported by the U.S. Department of Energy). The surcharge may be adjusted monthly (up or down) with the price of gasoline.
- 13. <u>E-Verify</u>. Solitude Lake Management LLC utilizes the federal E-Verify program in contracts with public employers as required by Florida State law, and acknowledges all the provisions of Florida Statute 448.095 are incorporated herein by reference and hereby certifies it will comply with the same.

Cathedral Pines 2024 Fish Stocking Contract Page 4 of 6



1320 Brookwood Drive Suite H Little Rock AR 72202	
Please Remit All Payments to:	Customer's Address for Notice Purposes:
Date:	Date:
Title:	Title:
Printed Name:	Printed Name:
Signature:	Signature:
SOLITUDE LAKE MANAGEMENT, LLC.	Cathedral Pines Metro Services
ACCEPTED AND APPROVED:	

Please Mail All Contracts to:

1253 Jensen Drive, Suite 103 Virginia Beach, VA 23451



SCHEDULE A - FISHERIES MANAGEMENT SERVICES

Fish Stocking:

1. The following types and sizes of fish will be stocked in the water bodies:

Upper pond		
<u>Quantity</u>	<u>Species</u>	<u>Size</u>
125	Blue Gill	3-4''
125	Perch	4-6''
2	Triploid Grass Carp	9-11''
Lower pond		
<u>Quantity</u>	<u>Species</u>	<u>Size</u>
125	Blue Gill	3-4''
125	Perch	4-6''
2	Triploid Grass Carp	9-11''

- 2. Price includes the cost, delivery, and tempered release of all the above specified fish.
- 3. If the specified sizes of fish are unavailable, Company will notify the Customer and gain their approval prior to modifying the order.
- 4. Price includes any application, permit, or processing fees required by the State (if applicable).

General Qualifications:

- 1. Company is a licensed pesticide applicator in the state in which service is to be provided.
- 2. Individual Applicators are Certified Pesticide Applicators in Aquatics, Public Health, Forestry, Right of Way, and Turf/Ornamental as required in the state in which service is to be provided.
- 3. Company is a SePRO Preferred Applicator and dedicated Steward of Water. Each individual applicator has been trained and educated in the water quality testing and analysis required for prescriptive site-specific water quality management and utilizes an integrated approach that encompasses all aspects of ecologically balanced management. Each applicator has received extensive training in the proper selection, use, and application of all aquatic herbicides, algaecides, adjuvants, and water quality enhancement products necessary to properly treat our Customers' lakes and ponds as part of an overall integrated pest management program.

Cathedral Pines 2024 Fish Stocking Contract Page 6 of 6



- 4. Company guarantees that all products used for treatment are EPA registered and labeled as appropriate and safe for use in lakes, ponds, and other aquatic sites, and are being applied in a manner consistent with their labeling.
- 5. All pesticide applications made directly to the water or along the shoreline for the control of algae, aquatic weeds, or other aquatic pests as specified in this contract will meet or exceed all of the Company's legal regulatory requirements as set forth by the EPA and related state agencies for NPDES and FIFRA. Company will perform treatments that are consistent with NPDES compliance standards as applicable in and determined by the specific state in which treatments are made. All staff will be fully trained to perform all applications in compliance with all federal, state, and local law.
- 6. Company will furnish the personnel, vehicles, boats, equipment, materials, and other items required to provide the foregoing at its expense.





Pet Stations Assembly and Installation

Date 4/3/2024

Customer Rebecca Harris | WSDM – District Managers | 614 N Tejon Street | Colorado Springs , CO 80903

Property CATHEDRAL PINES METROPOLITAN DISTRICT | 13977 Milam Rd | Colorado Springs, CO 80908

Billing Email Rebecca.h@wsdistricts.co

Landtech will receive 5 pet stations and assemble in our shop before being delivered to the designated sites for installation. Landtech will build 5 18in x 18in cement footer pads to install and attach the pet waste station too.

Pet Stations Assembly and Install

Site Furnishings

Items	Quantity	Unit
Labor - Assembly	10.00	Hr
Labor - Enhancement Install	16.00	Hr
Cement Bags and Footers	5.00	Ea

Site Furnishings: \$2,050.00

PROJECT TOTAL: \$2,050.00

Terms & Conditions

We appreciate your time in considering Landtech Contractors, LLC. for this project. If you should have any questions or require additional information, please do not hesitate to call. Price will be honored for 30 days from proposal date. Sales tax will be charged on selling price of all materials at local rates unless tax exempt.

Ву _	Dan Jan A	Ву	
	Dean Laird		
Date	4/3/2024	Date	
_	Landtech Contractors, LLC	CATHEDRAL METROPOLITAN	_







03/20/24

Salesperson	Job Description	Payment Terms	Due Date
RR	Cathedral Pines Parcel Locker Replacements	Net30	04/20/24

Qty	Description	Unit Price	Line Total
3	The Contractor will purchase, receive, deliver, and install (3) 4 door Parcel Locker (PL) in sandstone color. Contractor will install PLs to Manufacturer and USPS specs.	\$4,100.00	\$12,300.00
1	The Contractor will purchase, receive, deliver, and install (1) 2 door Parcel Locker (PL) in sandstone color. Contractor will install PL to Manufacturer and USPS specs.	\$3,100.00	\$3,100.00
	The Manufacturer does offer a 5-year limited warranty on materials of all Parcel Lockers. Contractor will provide Client with a COI naming it as an Additional Insured. This bid includes freight and taxes. Contractor shall remain an Approved Vendor of the USPS during the entirety of this Project.		
	'		
	does not include any new concrete work or modifications to existing kiosks. The bid may no valid after Due Date.		
•		Total	N/A

Contractor will offer a one year warranty on workmanship. Warranty excludes any acts of vandalism, God, damage done by pets, accidents of any sort and normal wear and tear. Payments not received by invoice due date shall be considered past due. Past due accounts will be charged an interest charge at the rate of 21% per year until the balance is paid in full. In the event that your account becomes outstanding, you agree to pay all interest accrued, collection costs, court costs and legal fees incurred to collect delinquent balances.

To accept this quote, sign here and return:	
---	--

pagespecialty@msn.com



Outdoor Delivery Equipment

Florence is proud to partner with end-users, construction design, and building professionals, and postal officials alike to continually develop new products which meet the ever-changing project demands USPS Centralized Mail requirements.



vital™ cluster box units

Pre-configured units include built-in parcel lockers and outgoing mail collection for added convenience to be used alone or in large groupings to accommodate every project need.















1570-8XX

1570-12XX

1570-16XX

1570-13XX

1570-8T6XX APPROVED

MODEL#	СВИ ТҮРЕ	INSTALLED HEIGHT	INSTALLED WIDTH	INSTALLED DEPTH	PEDESTAL HEIGHT	WEIGHT (LBS)	STANDARD TENANT COMPARTMENT DIMENSIONS	MAILBOX COMPARTMENTS	PARCEL LOCKERS
1570-8XX	vital™ Type I CBU	62"	30-1/2"	18"	28-1/2"	144	3"H x 12"W x 15"D	8	2
1570-12XX	vital™ Type II CBU	62"	30-1/2"	18"	28-1/2"	144	3"H x 12"W x 15"D	12	1
1570-16XX	vital™ Type III CBU	62"	30-1/2"	18"	14-1/2"	175	3"H x 12"W x 15"D	16	2
1570-13XX	vital™ Type IV CBU	62"	30-1/2"	18"	14-1/2"	167	4-3/4"H x 12"W x 15"D	13	1
1570-4T5XX	vital™ Type V CBU	62"	30-1/2"	18"	28-1/2"	145	6-1/2"H x 12"W x 15"D	4	2
1570-8T6XX	vital™ Type VI CBU	62"	30-1/2"	18"	14-1/2"	176	3"H x 12"W x 15"D	8	4

Note: Exchange "XX" in Model # above for two-digit color reference: Black=BK Dark Bronze=DB Sandstone=SD Postal Grey=PG

valiant™ outdoor parcel lockers

Industry unique package delivery system with key trapping locks can be used alone or with CBU installation to increase convenience for your residents.



Sole Source Supplier:

Florence Manufacturing continues to dedicate itself to FIORENC providing secure postal specialty products built to the latest USPS Standards. We are the only manufacturer authorized to supply cluster box units, outdoor parcel lockers, replacement pedestals, and parts directly to





the USPS since they awarded Florence their single-source contract for outdoor delivery equipment in 2005. Florence is also the only company in the industry approved to manufacture outdoor parcel lockers.

1590-T1XX 1590-T2XX

MODEL#	OPL TYPE	INSTALLED HEIGHT	INSTALLED WIDTH	INSTALLED DEPTH	PEDESTAL HEIGHT	WEIGHT (LBS)	STANDARD PARCEL COMPARTMENT DIMENSIONS	MAILBOX COMPARTMENTS	PARCEL LOCKERS
1590-T1XX	valiant™ Type I OPL	62"	16"	18"	14-1/2"	100	19-5/8"H x 12"W x 15"D	0	2
1590-T2XX	valiant™ Type II OPL	62"	30-1/2"	18"	14-1/2"	139	19-5/8"H x 12"W x 15"D	0	4

Note: Exchange "XX" in Model # above for two-digit color reference: Black=BK Dark Bronze=DB Sandstone=SD Postal Grey=PG

