

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



Tuesday, April 22, 2025, 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](tel:+12134634500)

**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.**

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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
Scott Gassen	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 26, 2025 (enclosure)
- 5. Financial Update**
  - a. Review and consider approval of Unaudited Financials through March 31, 2025 (enclosure) – Kevin C
  - b. Ratify and consider approval of payables through the period ending April 22, 2025 (enclosure) – Kevin C
- 6. Lodge Management Update**
  - a. Review Quarter 1 Lodge Performance and Marketing – Travis & Shalece
  - b. Discuss permanent tree lights for Lodge – Bill
  - c. Update on Asphalt repairs – Bill / Rebecca
  - d. Status of Lodge Manager 2025 Independent Contractor’s Agreement and 2025 Incentive Plan – Rebecca/Laura/Bill

7. **Landscaping Matters**
  - a. Status update on mail kiosk landscaping – Rick
  - b. Update on Median/ Cul de sac – Rick
8. **Legal Matters**
9. **New Business**
  - a. Update on Firewise Program – Scott
  - b. Cistern Update – Bill
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. **Executive Session §24-6-402(4)(b) and (e), C.R.S. -**
  - a. Conference to receive legal advice regarding concerns with work done by 101 Landscape.
12. **Adjournment** – The next regular scheduled meeting is on May 20, 2025, at 9:00 am



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

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

In attendance were Directors:

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

Also in attendance were:

Rebecca Harris, WSDM District Manager  
Laura Gardner, Gardner Law

1. Call to Order: President Heeter called the meeting to order at 9:03 a.m.
2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present. There were no additional disclosures made by Board Members.
3. Approval of Agenda: Director Espenlaub moved to approve the Agenda; motion was seconded by Director Gassen. Motion passed unanimously.
4. Approval of Board Meeting Minutes: Director Stauch moved to approve the meeting minutes from January 21, 2025 and February 18, 2025; motion was seconded by Director Gassen. The motion passed unanimously.
5. Financial Update:
  - a. Review and consider approval of Unaudited Financials through February 28, 2025: Ms. Harris presented the unaudited financials through February 28, 2025. After discussion, Ms. Harris confirmed she will move Office Expense to the correct category. Director Espenlaub moved to approve the Unaudited Financials through February 28, 2025, as amended; motion was seconded by Director Combs. Motion passed unanimously.
  - b. Ratify and consider approval of payables through the period ending March 18, 2025: After discussion, President Heeter moved to ratify the approval of February payables; seconded by Director Gassen. Motion passed unanimously. After discussion, Director Stauch motioned to approve the March payables; seconded by Director Gassen. Motion passed unanimously.
  - c. Status on application for Credit Card: Ms. Harris explained to get a credit card for the Metropolitan District a director will need to associate their social security number and personal information with it. After discussion the Board agreed to table this decision.
6. 2025 Budget and Mill Levy Discussion:
  - a. Recap of Capital Spending Plan for 2025-ALL: Ms. Harris reviewed the planned 2025 capital

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

7. Lodge Management Update:

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

8. Landscaping Matters:

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

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

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

9. Annual Meeting Recap:

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

10. Legal Matters:

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

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

11. 2025 Election Status Update:

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

12. New Business:

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

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

13. Public Comment: There was no public comment.

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

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

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

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

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

Respectfully Submitted,

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By: Rebecca Harris, District Manager

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

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## Cathedral Pines Metropolitan District

## Balance Sheet

As of March 31, 2025

	Mar 31, 25
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ECB Debt Service Fund	281,410.19
ECB - General Fund New Reserve	61,945.55
ECB - General Fund New - Other	238,338.03
Total ECB - General Fund New	300,283.58
MM - CSAFE Bond Fund UMB	0.53
1071 - Bill.com Money In Clearing	250.00
Total Checking/Savings	581,944.30
Accounts Receivable	
Accounts Receivable	6,975.00
Total Accounts Receivable	6,975.00
Other Current Assets	
Prop Tax Rec - Debt Svc	307,619.78
Prop Tax Rec - Gnl Fund	342,870.19
Total Other Current Assets	650,489.97
Total Current Assets	1,239,409.27
<b>Fixed Assets</b>	
Construction in Process	261,368.00
Community Center	
Accum Depreciation	-710,712.00
Original Cost	1,328,384.00
Total Community Center	617,672.00
Equipment	
Accum Depreciation	-2,668.00
Equipment - Other	13,922.00
Total Equipment	11,254.00
Parks, Trails & Monument	
Accum Depreciation	-737,941.00
Parks, Trails & Monument - Other	1,006,154.88
Total Parks, Trails & Monument	268,213.88
Streets, Signs & Lights	60.92
Total Fixed Assets	1,158,568.80
<b>TOTAL ASSETS</b>	<b>2,397,978.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable (A/P)	30,162.42
Total Accounts Payable	30,162.42
Other Current Liabilities	
Accrued Interest - DSvc	17,246.00
Deferred Revenue - Lodge Events	39,229.75
Deferred Prop Tax - DSvc	307,619.78
Deferred Prop Tax - Gnl	342,870.19
Total Other Current Liabilities	706,965.72
Total Current Liabilities	737,128.14

## Cathedral Pines Metropolitan District

## Balance Sheet

As of March 31, 2025

	Mar 31, 25
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-141,298.36
Bond Premium 2016 - Other	414,881.70
Total Bond Premium 2016	273,583.34
Bonds Payable 2016 - Other	4,175,000.00
Total Bonds Payable 2016	4,448,583.34
Total Long Term Liabilities	4,448,583.34
Total Liabilities	5,185,711.48
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	-3,628,512.79
32000 · Retained Earnings	402,555.48
Net Income	240,491.90
Total Equity	-2,787,733.41
TOTAL LIABILITIES & EQUITY	2,397,978.07

**Cathedral Pines Metropolitan District**  
**Profit & Loss Budget vs. Actual**  
January through March 2025

**General Fund**

	TOTAL				
	Mar 25	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
47800 · Insurance Claim	0.00	3,010.54			
1-100 · GF INCOME					
1-105 · GF Prop Tax Revenue	144,008.41	149,499.60	337,379.00	-187,879.40	44.31%
1-110 · Specific Ownership Taxes	4,730.65	10,485.43	44,747.00	-34,261.57	23.43%
1-120 · Rental Income - Lodge Events	18,225.91	36,901.70	125,000.00	-88,098.30	29.52%
Total 1-100 · GF INCOME	166,964.97	196,886.73	507,126.00	-310,239.27	38.82%
Total Income	166,964.97	199,897.27	507,126.00	-307,228.73	39.42%
Gross Profit	166,964.97	199,897.27	507,126.00	-307,228.73	39.42%
Expense					
1-1000 · SERVICES					
1-1005 · Audit	0.00	0.00	10,080.00	-10,080.00	0.0%
1-1010 · Management Expense	5,146.60	18,893.60	84,000.00	-65,106.40	22.49%
1-1012 · Meeting Expense	0.00	1,793.95	2,000.00	-206.05	89.7%
1-1020 · Legal Fees	1,850.00	4,212.50	15,000.00	-10,787.50	28.08%
Total 1-1000 · SERVICES	6,996.60	24,900.05	111,080.00	-86,179.95	22.42%
1-2000 · LODGE					
1-2001 · Lodge Management	3,500.00	18,000.00	50,000.00	-32,000.00	36.0%
1-2005 · Advertising/ Website	1,792.00	5,526.00	21,000.00	-15,474.00	26.31%
1-2020 · Event Supplies	0.00	1,018.17	5,000.00	-3,981.83	20.36%
1-2025 · Cleaning	0.00	570.00	6,500.00	-5,930.00	8.77%
1-2030 · Repairs and Maintenance	99.50	4,997.55	10,000.00	-5,002.45	49.98%
1-2035 · Utilities	762.03	1,917.01	10,000.00	-8,082.99	19.17%
1-2040 · Security	188.37	565.11	2,700.00	-2,134.89	20.93%
1-2043 · Capital Improvements - O&M	3,724.00	4,054.27	15,000.00	-10,945.73	27.03%
1-2044 · Landscape Maintenance	0.00	0.00	5,000.00	-5,000.00	0.0%
1-2050 · Trash	275.56	1,102.24	3,500.00	-2,397.76	31.49%
1-2055 · Telephone	204.99	614.97	2,500.00	-1,885.03	24.6%
1-4030 · Lodge Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-2000 · LODGE	10,546.45	38,365.32	141,200.00	-102,834.68	27.17%
1-3000 · GF EXPENSES					
1-3003 · Capital Improvements	0.00	0.00	30,000.00	-30,000.00	0.0%
1-3021 · Utilities	497.99	1,939.22	25,000.00	-23,060.78	7.76%
1-3016 · Snow Removal	0.00	8,673.87	15,000.00	-6,326.13	57.83%
1-3011 · Repair & Maintenance	0.00	2,723.75	20,000.00	-17,276.25	13.62%
1-3002 · License & Fees	0.00	0.00	800.00	-800.00	0.0%
1-3005 · Landscape Maintenance	3,538.00	10,614.00	50,000.00	-39,386.00	21.23%
1-3008 · Landscape Upgrade	0.00	0.00	85,000.00	-85,000.00	0.0%
1-3015 · Snow Removal - O&M	1,697.11	1,697.11			
1-3030 · Election	0.00	1,870.65	20,000.00	-18,129.35	9.35%

**Cathedral Pines Metropolitan District**  
**Profit & Loss Budget vs. Actual**  
January through March 2025

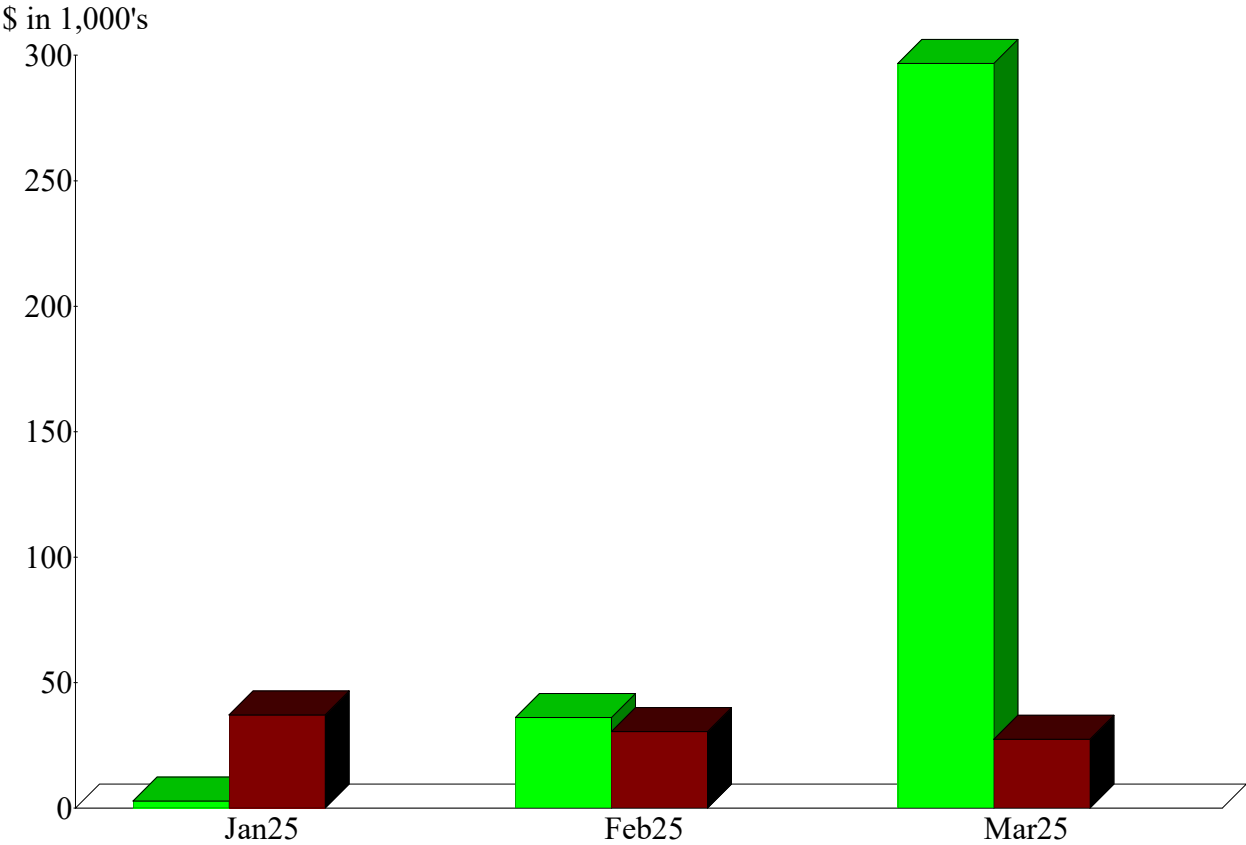
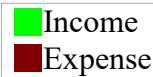
	TOTAL				
	Mar 25	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
1-3035 · GF - Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-3000 · GF EXPENSES	5,733.10	27,518.60	255,800.00	-228,281.40	10.76%
1-4000 · OTHER					
1-4005 · Bank Charges	0.00	0.00	50.00	-50.00	0.0%
1-4010 · Insurance/ Fees	0.00	0.00	14,000.00	-14,000.00	0.0%
1-4015 · Office Expenses	129.84	187.74	1,000.00	-812.26	18.77%
1-4020 · Collection Fee GF(Treasurer)	2,160.13	2,242.50	5,061.00	-2,818.50	44.31%
Total 1-4000 · OTHER	2,289.97	2,430.24	20,111.00	-17,680.76	12.08%
Total Expense	25,566.12	93,214.21	528,191.00	-434,976.79	17.65%
Net Ordinary Income	141,398.85	106,683.06	-21,065.00	127,748.06	-506.45%
Net Income	141,398.85	106,683.06	-21,065.00	127,748.06	-506.45%

Cathedral Pines Metropolitan District  
**Profit & Loss Budget vs. Actual**  
January through March 2025

Debt Service Fund

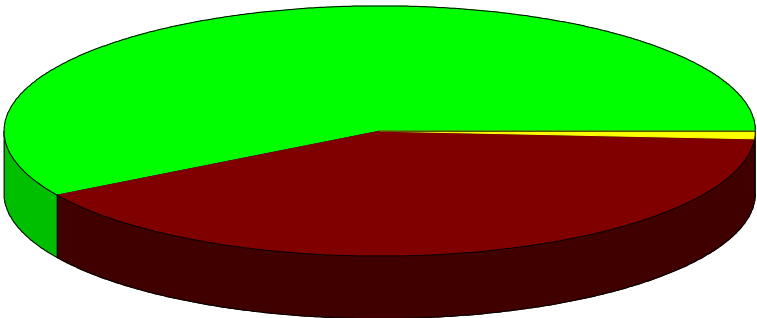
	TOTAL				
	Mar 25	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
2-100 · DS INCOME					
2-104 · Prop Tax Revenue	128,849.63	133,762.81	301,865.00	-168,102.19	44.31%
2-130 · DS Interest Income	955.03	2,052.48			
Total 2-100 · DS INCOME	129,804.66	135,815.29	301,865.00	-166,049.71	44.99%
Total Income	129,804.66	135,815.29	301,865.00	-166,049.71	44.99%
Gross Profit	129,804.66	135,815.29	301,865.00	-166,049.71	44.99%
Expense					
2-1000 · DS EXPENSES					
2-1005 · Trustee Fees	0.00	0.00	800.00	-800.00	0.0%
2-1010 · Collection Fee DS (Treasurer)	1,932.75	2,006.45	4,528.00	-2,521.55	44.31%
2-1015 · Bond Principal Pmts	0.00	0.00	85,000.00	-85,000.00	0.0%
2-1030 · Interest Expense DS	0.00	0.00	206,850.00	-206,850.00	0.0%
Total 2-1000 · DS EXPENSES	1,932.75	2,006.45	297,178.00	-295,171.55	0.68%
Total Expense	1,932.75	2,006.45	297,178.00	-295,171.55	0.68%
Net Ordinary Income	127,871.91	133,808.84	4,687.00	129,121.84	2,854.89%
Net Income	127,871.91	133,808.84	4,687.00	129,121.84	2,854.89%

Income and Expense by Month  
January through March 2025

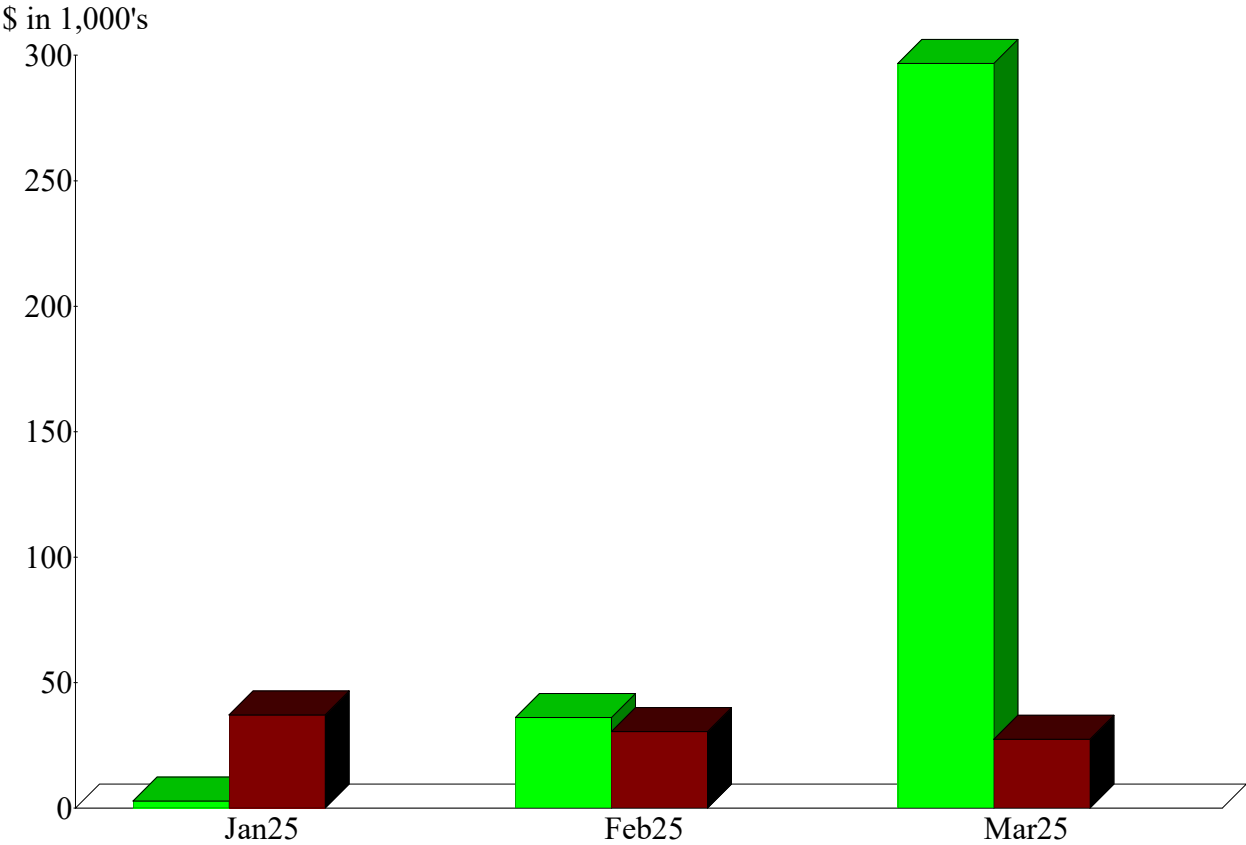


Income Summary  
January through March 2025

1-100 · GF INCOME	58.65%
2-100 · DS INCOME	40.46
47800 · Insurance Claim	0.90
Total	\$335,712.56

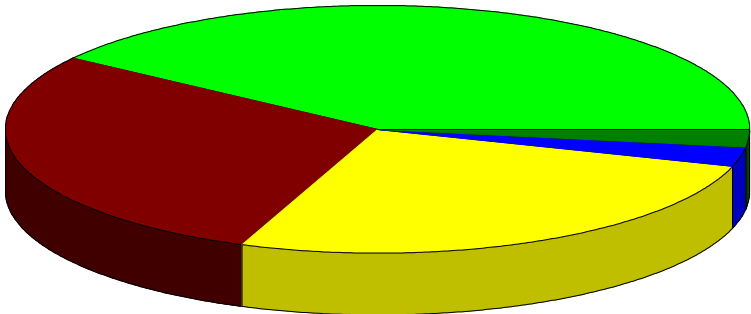


# Income and Expense by Month January through March 2025



## Expense Summary January through March 2025

1-2000 · LODGE	40.29%
1-3000 · GF EXPENSES	28.90
1-1000 · SERVICES	26.15
1-4000 · OTHER	2.55
2-1000 · DS EXPENSES	2.11
Total	\$95,220.66





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# Cathedral Pines Metropolitan District

## PAYMENT REQUEST

4/22/2025

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Adorkably Yours Creatives, LTD.	40125	4/1/2025	\$ 3,500.00	Auto Pay
Black Hills Energy	5715886192	4/3/2025	\$ 215.42	Auto Pay
Fyxon LLC	83	2/14/2025	\$ 190.00	
HW Commercial Interiors, LLC	4335-1	3/19/2025	\$ 3,724.00	
LandTech	12579	1/2/2025	\$ 3,538.00	
LandTech	13851	3/21/2025	\$ 1,697.11	
LandTech	14105	4/1/2025	\$ 3,538.00	
Mountain View Electric	Various	3/19/2025	\$ 970.08	Auto Pay
Stratus IQ	40125	4/1/2025	\$ 204.99	
Teak Simonton	12825	1/28/2025	\$ 237.50	
The Gardner Law Office	10466	3/15/2025	\$ 1,850.00	
TWM	108107	4/1/2025	\$ 1,750.00	
Waste Connection	5390533V315	4/1/2025	\$ -	Credit Balance
WSDM District Managers	700	3/31/2025	\$ 5,276.44	
TOTAL			\$ 26,691.54	

TOTAL \$ 26,691.54

Director \_\_\_\_\_

Eastern Colorado Bank Balance	\$ 273,711.37
This Months Payables	\$ (26,691.54)
Eastern Colorado Bank After Draw	<b>\$ 247,019.83</b>



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The Lodge  
at



# Online Report

March 2025

Views

2.56K

Sessions

1.56K

Event Count

7.79K

New Users

1.19K

Views



Sessions



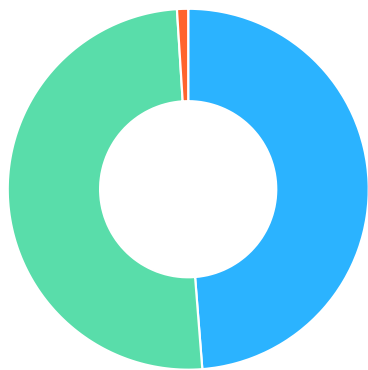
Total Users



New Users

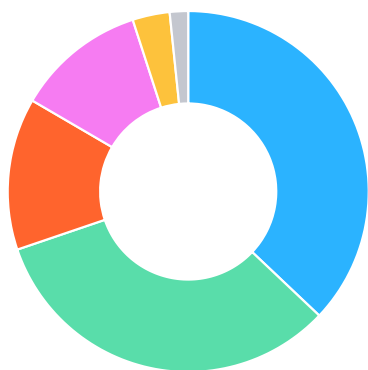


Impressions by Device



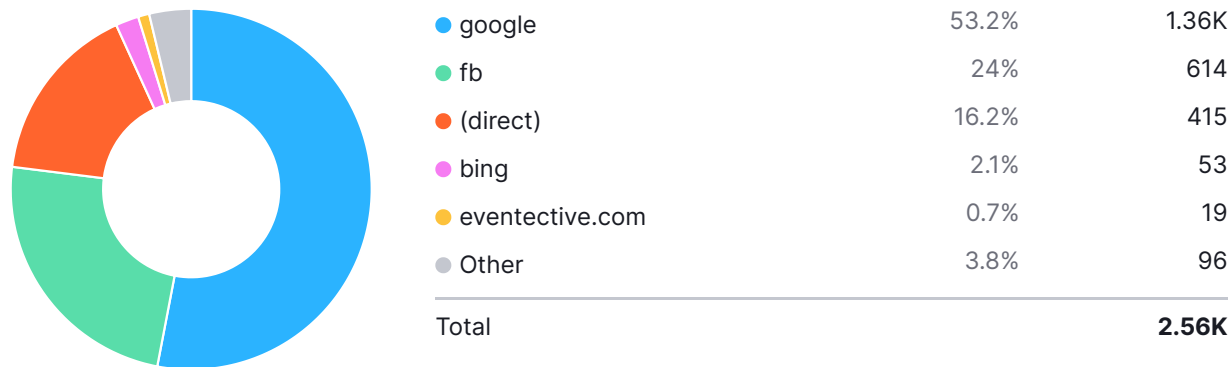
Mobile	49%	5.08K
Desktop	50.5%	5.23K
Tablet	0.5%	47
		<hr/>
Total		10.36K

Views by Browser

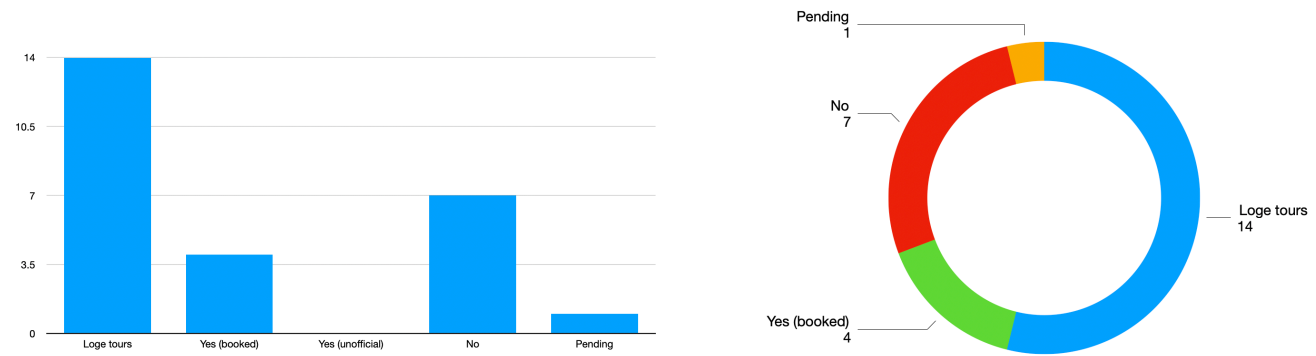


Safari	37.1%	947
Chrome	32.7%	836
Safari (in-app)	13.6%	348
Android Webview	11.6%	297
Edge	3.3%	85
Other	1.6%	42
		<hr/>
Total		2.56K

Views by Session Source



Lodge Traffic



## **This month's preview**

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

- Conduct quarterly SEO audit
- Film and create video(s) promoting new suite updates
- Develop and publish new website content
- Monitor and update PPC campaigns



# Lodge Traffic March 2025

## Venue Tours

#	<u>Tour Name</u>	<u>Tour Date</u>	<u>Schedule Method</u>	<u>Event Type</u>	<u>Desired Date</u>	<u>Anticipated Guest Count</u>	<u>Booked?</u>	<u>Date Booked</u>	<u>Notes</u>
1	Victoria Damico	March 1, 2025	Email	Wedding	September 2026	50-60	-	-	Canceled tour, out of town
2	Tanner Flemming	March 2 2025	Website	Wedding	10/18/25 or 10/25/25	125	No	-	Canceled tour, found another venue
3	Jessie Ruggiero	March 9, 2025	Phone/ Email/ Website	Engagement Party	June 21, 2025	50-75	No	-	Canceled tour, not a good fit
4	Nicole	March 9, 2025	Website	Wedding	June of 2026	100	No	-	Canceled tour, found other venue
5	Charles	March 9, 2025	Phone Call	Sweet 16	June 5 or 6	100	Yes	June 4, 2025	8 hour rental
6	Andrea Trice	March 14, 2025	Website	Wedding	August 17, 2025	110	No	-	Needs larger venue
7	Katherine M Jackson	March 14, 2025	Website	Wedding	September/ October 2025	50-60	No	-	Found other venue
8	Emily Bellendir	March 15, 2025	Website	Wedding	September 26, 2026	50-60			
9	Nylah Torchenot-Neal	March 22, 2025	Phone Call/Website	Wedding	May 14, 2025	100	Yes	May 14, 2025	8 hour rental
10	Taylor Morrison	March 22, 2025	Website	Wedding	June 2026	120-150	No	-	Found other venue
11	Rebekah Hillerstrom	March 23, 2025	Website	Wedding	August 24, 2025	125-150	-	-	Couple canceled tour, double scheduled

12	Claire Carlos	March 27, 2025	Website	Wedding	17, 24, or 31 August 2025	25	No	-	Canceled tour, out of price range
13	Alyssa Davidson	March 30, 2025	Website	Wedding	September 14, 2025	50	Yes	September 14, 2025	
14	Joy Fine	March 30, 2025	Website	Wedding	June 2026	100-150	Yes	June 26, 2026	

### **Resident Tours**

Tour Name	Tour Date	Event Date	Resident Sponsor
Karalyn Mullins	March 14, 2025	May 23, 2025	Kevin and Rechelle Bringard
Renee Ward	March 29, 2025	June 15, 2025	Renee Ward

### **Resident Events**

Event Name	Event Date	Event Type	Resident Sponsor
Shalece's Event - Gender Reveal Party	March 29, 2025	Gender Reveal Party	Shalece Buchholtz

### **Outside Events**

Event Name	Event Date	Event Type	Rental Type
Voth/Stanley Wedding	March 3, 2025	Wedding	12 Hour Venue Only Rental
Vanhoutan/Sebastian Wedding	March 15, 2025	Wedding	8 Hour Venue Only Rental
Liehr/Garner Wedding	March 18, 2025	Wedding	12 Hour Venue Only Rental

### **Community Events**

Event Type	Event Date	Resident Sponsor
HOA Bunco Night	March 12, 2025	HOA/Kristi Correa
Metro Board Meeting	March 18, 2025	Metro Board
HOA Meeting	March 18, 2024	HOA

ACC Meeting	March 19, 2024	HOA/Warren Management
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## **Bookings**

Event Type	Renter Name	Event Date	Rental Type	Resident Sponsor	Date Booked	Tour Date
Wedding	Becca Lance and Cody Yates	May 30, 2026	12 hour Venue Only Rental	-	March 5, 2025	February 22, 2025
Wedding Reception	Annie Gabrielski and TJ Peck	June 18, 2026	8 hour venue only rental	-	February 2, 2025	March 5, 2025
Wedding	Nylah Torchenot-Neal and Joseph Barrett	May 14, 2025	8 hour venue only rental	-	March 11, 2025	March 22, 2025
Gender Reveal	Shalece Buchholtz	March 29, 2025	8 hour resident rental	Shalece Buchholtz	March 19, 2025	-
Graduation Party	Matt Anderson	May 17, 2025	8 hour resident rental	Matt Anderson	March 26, 2025	-
Sweet 16	Charles and La'Toya Morris	June 4, 2025	8 hour venue only rental	-	March 26, 2025	March 9, 2025
Wedding	Peggy Gibson	August 2, 2025	8 hour resident rental	Peggy Gibson	March 27, 2025	-
HOA Management Meet and Greet	Kristie Correa	April 12, 2025	4 hour community event	HOA	March 29, 2025	-

## **Manager's Notes**

Current Revenue -

Number of Inquiries - 246

### **Current Revenue**

I am updating my booking sheet to reflect total and earned amounts, so my number is a little out of date but I should have a more accurate number soon!

### **Bookings**

We are cruising with bookings still! I have had a bunch of bookings for 2026 already, and still have a ton of 2025 events coming in. We are also getting a ton of resident rentals!

### **LandTech Shout Out**

I would love to give our landscaping crew a shout-out! They are awesome with clearing the snow around the Lodge, and have been so helpful with the recent snows that have overlapped with events. They have been awesome about coming out last-minute, adjusting arrival times for events, and even clearing the forest aisle on a snowy day. They are awesome, and I appreciate them!

Also, thank you Mr. Rick for helping me coordinate with them!

### **Video of Suite Updates**

I am coordinating with Travis to have an updated video of the suites taken for the website. We have a time scheduled on April 1 to meet!

### **Recurring Amazon Order**

I will need to have a standing Amazon order for some supplies that Colorado Springs Cleaning Supply doesn't offer. These items include:

- Cups, plates, and utensils for suites for wedding days
- Blue/Colored trash bags for recycling cans
- Small office supplies commonly used during events (scotch tape, painters tape, sharpies, pens, etc.)

I am happy to look at other stores as well if preferred, but it would need to be a standing, consistent order, at least every other month during the busy season. It can be cut back during the off season of course. I am happy to add this to my invoice for reimbursement, or since it will be repeated I can use an alternate method of payment, whatever is preferred.

### **Office and Lodge Needs**

I have some items I would like to purchase at some point to aid in the organization of my office. These items include:

- Organization bins for the drawers in my desk
- Baskets for the built-in shelves
- A small table for between the guest chairs
- A large acrylic sheet for a visual calendar for my desk

I will go about ordering and procuring them in the near future following the guidelines for reimbursement.

### **Goals**

Sales and traffic goals for the Lodge in the new year::

- Continue to boost bookings and grow traffic
- Broaden the booking types to include other gatherings, such as celebrations of life, baby showers, graduations, holiday parties, etc.
- Boost connections with partnering businesses with flyers
- Communicate with Travis to market the new suites

End-of-Year Goals:

- 80 total events (57 currently)