

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



Tuesday, May 20, 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.**

Board of Director	Title	Term Expiration
Bill Heeter	President	May 2027
Rich Stauch	Vice President	May 2029
Kevin Combs	Treasurer	May 2027
Ecton Espenlaub	Secretary	May 2029
Scott Gassen	Director	May 2029

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Appointment of Board Officer Positions - Rebecca**
- 5. Approval of Board Meeting Minutes** –Meeting minutes of April 22, 2025 (enclosure)
- 6. Financial Update**
 - a. Review and consider approval of Unaudited Financials through April 30, 2025 (enclosure) – Kevin
 - b. Ratify and consider approval of payables through the period ending May 20, 2025 (enclosure) – Kevin
 - c. Forecast for Year End – Kevin, Rebecca
- 7. Lodge Management Update**
 - a. Review Quarter 1 Lodge Performance and Marketing – Travis & Shalece
 - b. Discuss permanent tree lights for Lodge – Bill / Rick
 - c. Update on Asphalt repairs – Bill / Rebecca
 - d. Status of Outdoor Benches - Kevin

8. Landscaping Matters

- a. Status Update on Median/ Cul de sac – Rick
- b. Proposal for Lodge Entrance Landscaping - Rick
- c. Chipping Update - Rebecca
- d. Review and Consider Fish restocking proposal - Rebecca

9. New Business

- a. Update on Firewise Program – Scott
- b. Cistern Update – Bill
- c. AT&T Tower update – Bill
- d. Update to CP Milam/Shoup Monument Mileage Engraving – Bill
- e. Discuss possibility of purchasing a Generac or similar power generator in the event of power outage at the Lodge – Bill
- f. Discuss Board succession plan

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)

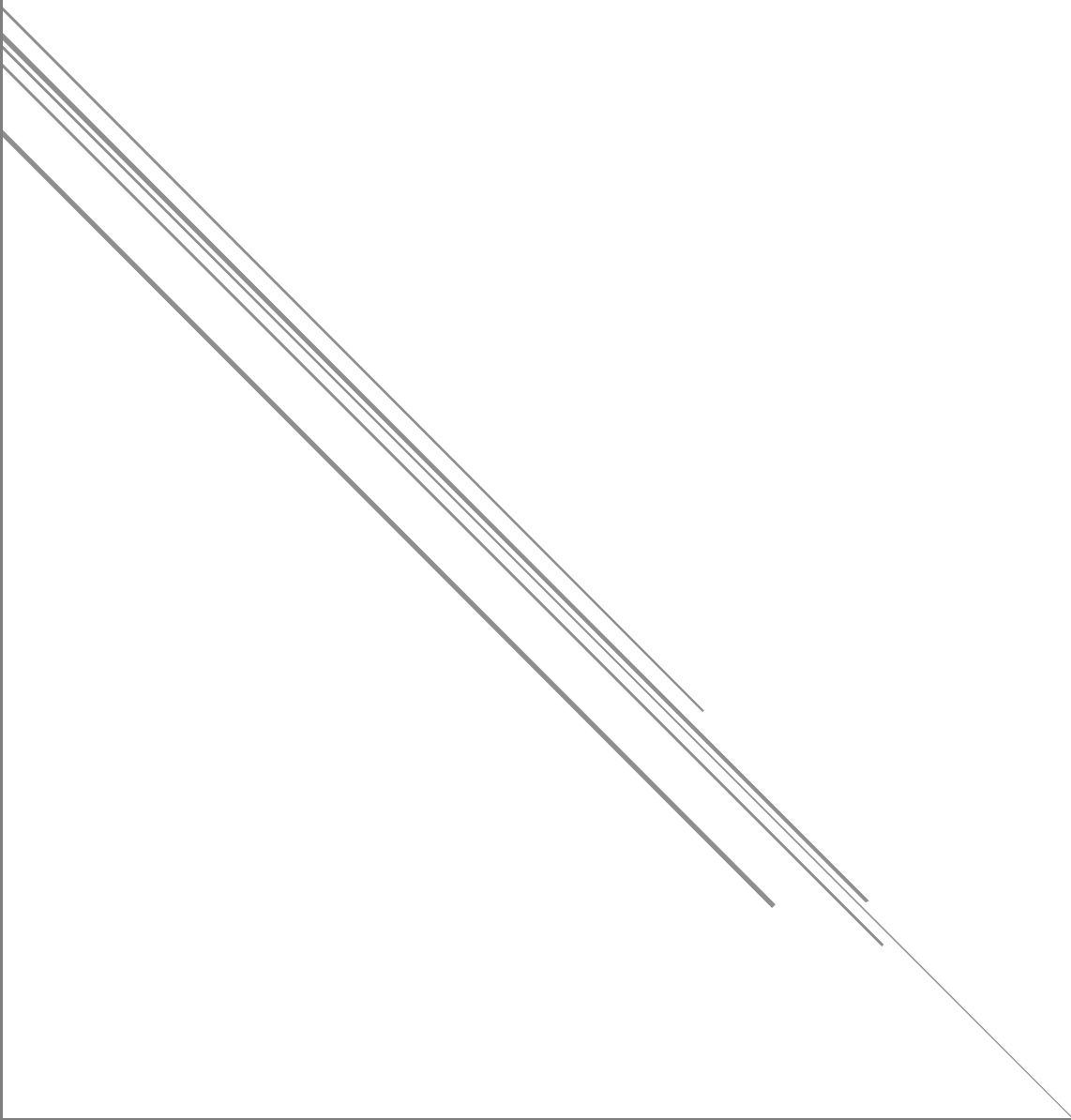
11. Executive Session §24-6-402(4)(b) and (e), C.R.S. -

- a. Conference to receive legal advice regarding concerns with work done by 101 Landscape.
- b. Conference to receive legal advice regarding Lodge Manager Contract

12. Adjournment – The next regular scheduled meeting is on June 17, 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 APRIL 22, 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 Tuesday, April 22, at 9:00 a.m., at 13975 Milam Rd, Colorado Springs, CO and virtually via video/teleconference.

Attendance:

In attendance were Directors:

Bill Heeter	President
Ecton Espenlaub,	Secretary
Scott Gassen	Director

Directors Attending Virtually

Directors Absent

Rick Stauch,	Vice President
Kevin Combs,	Treasurer

Also in attendance were:

Rebecca Harris	WSDM Managers
Danielle Dagle-Chavez	WSDM Managers
Laura Gardner	Gardner Law

MINUTES

1. Call to Order:

The meeting was called to order at 9:01 am by President Heeter.

2. Declaration of Quorum/Director Qualifications/ Disclosure Matters:

President Heeter indicated that a quorum of the Boards was present, stating that each Director has been qualified as an eligible elector of the District pursuant to Colorado law. The Directors confirmed their qualifications. Ms. Harris informed the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Harris reported that no existing conflicts of interest existed. Ms. Harris inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Board determined that the participation of the members present was necessary to obtain quorum or otherwise enable the Board to act.

3. Approval of Agenda:

Director Espenlaub moved to approve the Agenda as amended to add item 7.c Millhaven Island discussion, 9.c Fish Stocking, 9.d. holiday wreaths; 9.e. AT&T cell tower; seconded by Director Gassen. Motion passed unanimously.

4. Approval of March 26, 2025 Special Board Meeting Minutes:

After review, Director Espenlaub moved to approve March 26, 2025, Special Board Meeting Minutes as presented; seconded by Director Gassen. Motion passed unanimously.

5. Financial Matters:

- a. Approve Unaudited Financial Reports through March 31, 2025: Ms. Harris presented the unaudited financials. After discussion, Director Gassen moved to approve the Unaudited Financial Reports through March 31, 2025, as amended; seconded by Director Espenlaub. Motion passed unanimously.
- b. Ratify and Approve Payables through April 22, 2025: Ms. Harris presented the Payables for the period. After discussion, President Heeter motioned to approve the payables as amended to add \$144.64 reimbursement to Director Espenlaub; seconded by Director Gassen. Motion passed unanimously.

6. Lodge Management Update:

- a. Review Quarter 1 Lodge Performance and Marketing: President Heeter requested to postpone this discussion until the full board is available to hear.
- b. Discuss permanent tree lights for the Lodge: President Heeter provided an update regarding the status of tree lighting. The Board is waiting for additional proposals to consider.
- c. Update on Asphalt Repairs: President Heeter reviewed the proposal from a new company to repair the asphalt at the lodge entrance, additional areas in the parking lot, and re-do the mail kiosk area and entrance to the Lodge drive. After discussion Director Espenlaub moved to authorize President Heeter and Ms. Harris to approve asphalt repairs for a not to exceed cost of \$12,000; seconded by Director Gassen. Motion passed unanimously.
- d. Status of Lodge Manager Contract 2025 Independent Contractor Agreement: President Heeter discussed his concerns with the most recent edit for the contractor agreement and advised Ms. Harris will engage Ms. Gardner to execute the contract once the corrections are made.

7. Landscaping Matters:

- a. Status update on mail kiosk landscaping: Ms. Harris presented Director Stauch's landscape report. After discussion the board directed Director Stauch to request the landscape around the mail kiosk use a smaller plant that does not exceed 4 feet in height.
- b. Update on Median/ Cul de sac: Ms. Harris provided Director Stauch's landscape update. After the discussion, the Board directed Director Stauch to have LandTech prepare a proposal for improving/refreshing the shrubbery beds around around the electrical box and cistern by the Lodge entrance. After discussion, the Board agrees they would like to see more vegetation incorporated in the cul-de-sacs, so long as the cost to establish them is low; otherwise, the rock design is good, and they love the boulders. Board discussed concerns regarding the pet waste stations not being emptied. Ms. Harris will follow up with Director Stauch.
- c. Millhaven Island: Director Espenlaub brought up concerns about the damaged sod from the County snow plows not being addressed. Ms. Harris will follow up with Director Stauch.

8. Legal Matters: Legal updated provided in executive session.
9. New Business:
 - a. Update on Firewise Program: Director Gassen had no update. After the discussion, Ms. Harris noted she would share a contact from another Firewise community with Director Gassen that can help him with the firewise program research.
 - b. Cistern Update: Ms. Gardner reviewed her research with the board and clarified that the Black Forest Fire Protection District is responsible for performing readiness tests and Cathedral Pines Metropolitan District is responsible for repairs and maintenance on the cistern and the surrounding grounds. President Heeter will contact the Black Forest Fire Department to discuss the next steps to inspecting the fire cisterns and reporting their condition back to the Board.
 - c. Fish Stocking: Director Espenlaub would like the Board to consider stocking the pond this year. Ms. Harris will get a quote with the goal of planting to be done by late May.
 - d. Holiday Wreaths: President Heeter updated the Board regarding purchasing vs. renting wreaths to decorate the front of the Lodge during the holiday season. It appears purchasing a four-foot wreath to hang above the entrance would have an approximate 1 1/2 year. payback. After the discussion, the Board agreed to move forward with purchasing the wreaths.
 - e. AT&T Cell Tower: President Heeter inquired with the board if there is any interest in allowing a cell tower to be placed on Metro property, specifically by the barn or near the Milam well with the CP Metro District receiving the proceeds of renting that area to AT&T. After discussion the Board agreed to have President research this idea a little further with AT&T and report any options back to the Board. After the discussion, the board agreed to have President Heeter research a little further.
10. Public Comment: There was no public comment.
11. Executive Session §24-6-402(4)(b) and (e), C.R.S.:

Director Espenlaub motioned to enter into executive session §24-6-402(4)(b) and (e), C.R.S., at 10:24 am to conference with legal counsel regarding concerns with work done by 101 Landscape; seconded by President Heeter. Motion passed unanimously.

Director Espenlaub motioned to exit executive session §24-6-402(4)(b) and (e), C.R.S., at 10:32 am to conference with legal counsel regarding concerns with work done by 101 Landscape; seconded by President Heeter. Motion passed unanimously.
12. Adjournment: President Heeter motion to adjourn the meeting at 10:38 am; seconded by Director Gassen. Motion passed unanimously.

Submitted by: Recording Secretary

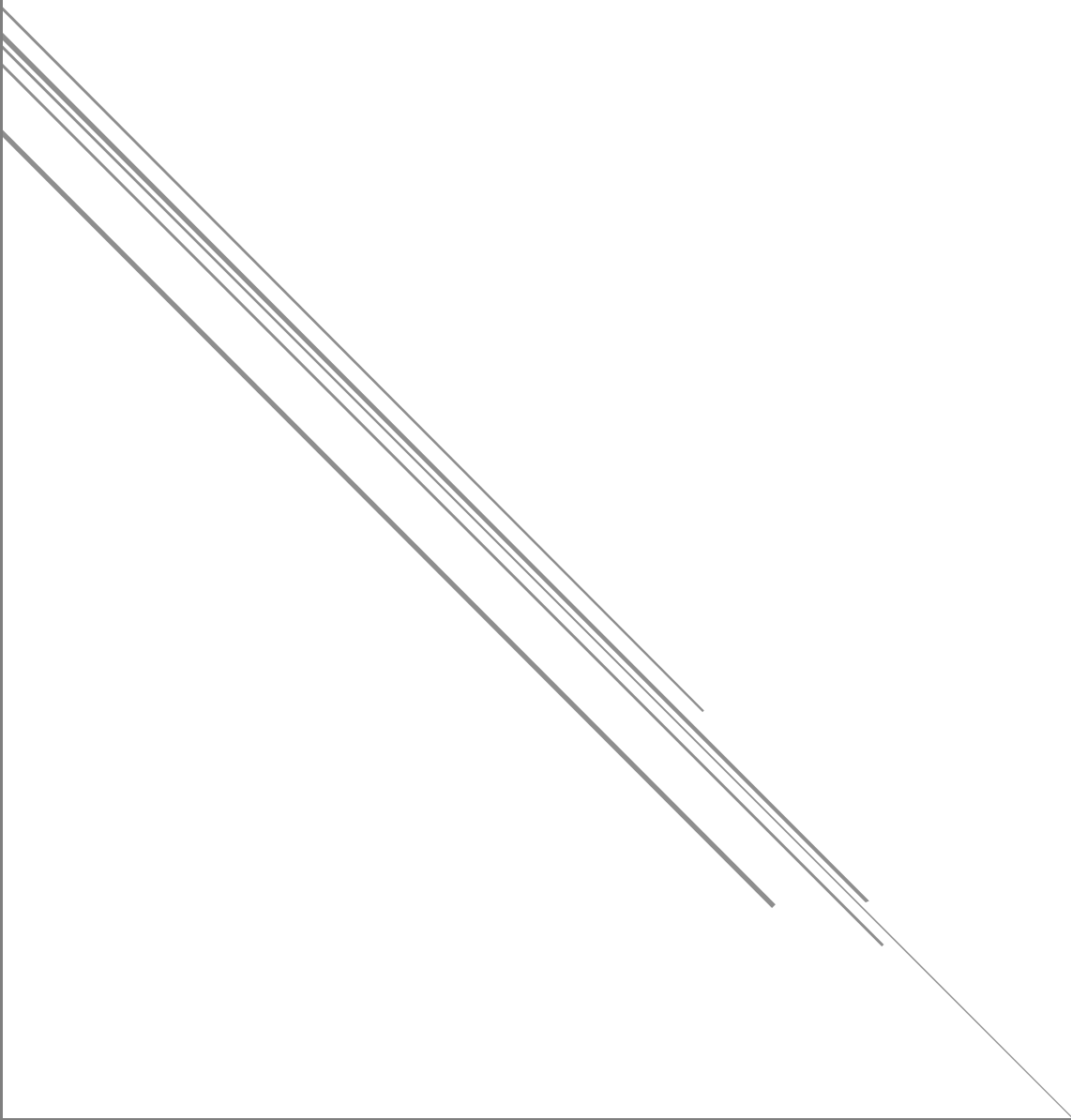
THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 22, 2025, SPECIAL MEETING MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.

Approved by: Secretary of the Board

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9:30 AM

05/16/25

Accrual Basis

Cathedral Pines Metropolitan District

Balance Sheet

As of April 30, 2025

	Apr 30, 25
ASSETS	
Current Assets	
Checking/Savings	
ECB Debt Service Fund	303,179.73
ECB - General Fund New Reserve	61,945.55
ECB - General Fund New - Other	257,535.82
Total ECB - General Fund New	319,481.37
MM - CSafe Bond Fund UMB	0.53
1071 - Bill.com Money In Clearing	4,375.00
Total Checking/Savings	627,036.63
Accounts Receivable	
Accounts Receivable	6,625.00
Total Accounts Receivable	6,625.00
Other Current Assets	
Prop Tax Rec - Debt Svc	475,121.12
Prop Tax Rec - Gnl Fund	492,739.81
Total Other Current Assets	967,860.93
Total Current Assets	1,601,522.56
Fixed Assets	
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
TOTAL ASSETS	2,760,091.36
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	178,107.98
Total Accounts Payable	178,107.98
Other Current Liabilities	
Accrued Interest - DSvc	17,246.00
Deferred Revenue - Lodge Events	34,479.75
Deferred Prop Tax - DSvc	475,121.12
Deferred Prop Tax - Gnl	492,739.81
Total Other Current Liabilities	1,019,586.68
Total Current Liabilities	1,197,694.66

9:30 AM

05/16/25

Accrual Basis

Cathedral Pines Metropolitan District

Balance Sheet

As of April 30, 2025

	Apr 30, 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	5,646,278.00
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	142,038.67
Total Equity	-2,886,186.64
TOTAL LIABILITIES & EQUITY	2,760,091.36

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

General Fund

	TOTAL				
	Apr 25	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
47800 · Insurance Claim	0.00	3,010.54			
1-100 · GF INCOME					
1-104 · Property Tax Revenue	23,492.93	172,992.53	337,379.00	-164,386.47	51.28%
1-110 · Specific Ownership Taxes	5,007.72	15,493.15	44,747.00	-29,253.85	34.62%
1-120 · Rental Income - Lodge Events	22,875.00	59,776.70	125,000.00	-65,223.30	47.82%
1-135 · Interest Income	0.08	0.08			
Total 1-100 · GF INCOME	51,375.73	248,262.46	507,126.00	-258,863.54	48.96%
Total Income	51,375.73	251,273.00	507,126.00	-255,853.00	49.55%
Expense					
1-1000 · SERVICES					
1-1005 · Audit	0.00	0.00	10,080.00	-10,080.00	0.0%
1-1010 · Management Expense	6,984.00	25,877.60	84,000.00	-58,122.40	30.81%
1-1012 · Meeting Expense	0.00	1,793.95	2,000.00	-206.05	89.7%
1-1020 · Legal Fees	3,437.50	7,650.00	15,000.00	-7,350.00	51.0%
Total 1-1000 · SERVICES	10,421.50	35,321.55	111,080.00	-75,758.45	31.8%
1-2000 · LODGE					
1-2001 · Lodge Management	3,500.00	21,500.00	50,000.00	-28,500.00	43.0%
1-2005 · Advertising/ Website	1,750.00	7,276.00	21,000.00	-13,724.00	34.65%
1-2020 · Event Supplies	0.00	1,018.17	5,000.00	-3,981.83	20.36%
1-2025 · Cleaning	760.00	1,330.00	6,500.00	-5,170.00	20.46%
1-2030 · Repairs and Maintenance	25.44	7,396.74	10,000.00	-2,603.26	73.97%
1-2035 · Utilities	570.04	2,487.05	10,000.00	-7,512.95	24.87%
1-2040 · Security	188.37	753.48	2,700.00	-1,946.52	27.91%
1-2043 · Capital Improvements - O&M	0.00	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	0.00	1,102.24	3,500.00	-2,397.76	31.49%
1-2055 · Telephone	204.99	819.96	2,500.00	-1,680.04	32.8%
1-4030 · Lodge Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-2000 · LODGE	6,998.84	47,737.91	141,200.00	-93,462.09	33.81%
1-3000 · GF EXPENSES					
1-3003 · Capital Improvements	0.00	0.00	30,000.00	-30,000.00	0.0%
1-3021 · Utilities	888.29	2,827.51	25,000.00	-22,172.49	11.31%
1-3016 · Snow Removal	0.00	10,370.98	15,000.00	-4,629.02	69.14%
1-3011 · Repair & Maintenance	119.20	469.20	20,000.00	-19,530.80	2.35%
1-3002 · License & Fees	0.00	717.67	800.00	-82.33	89.71%
1-3005 · Landscape Maintenance	3,538.00	14,152.00	50,000.00	-35,848.00	28.3%
1-3008 · Landscape Upgrade	45,023.00	45,023.00	85,000.00	-39,977.00	52.97%
1-3030 · Election	0.00	1,870.65	20,000.00	-18,129.35	9.35%
1-3035 · GF - Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%

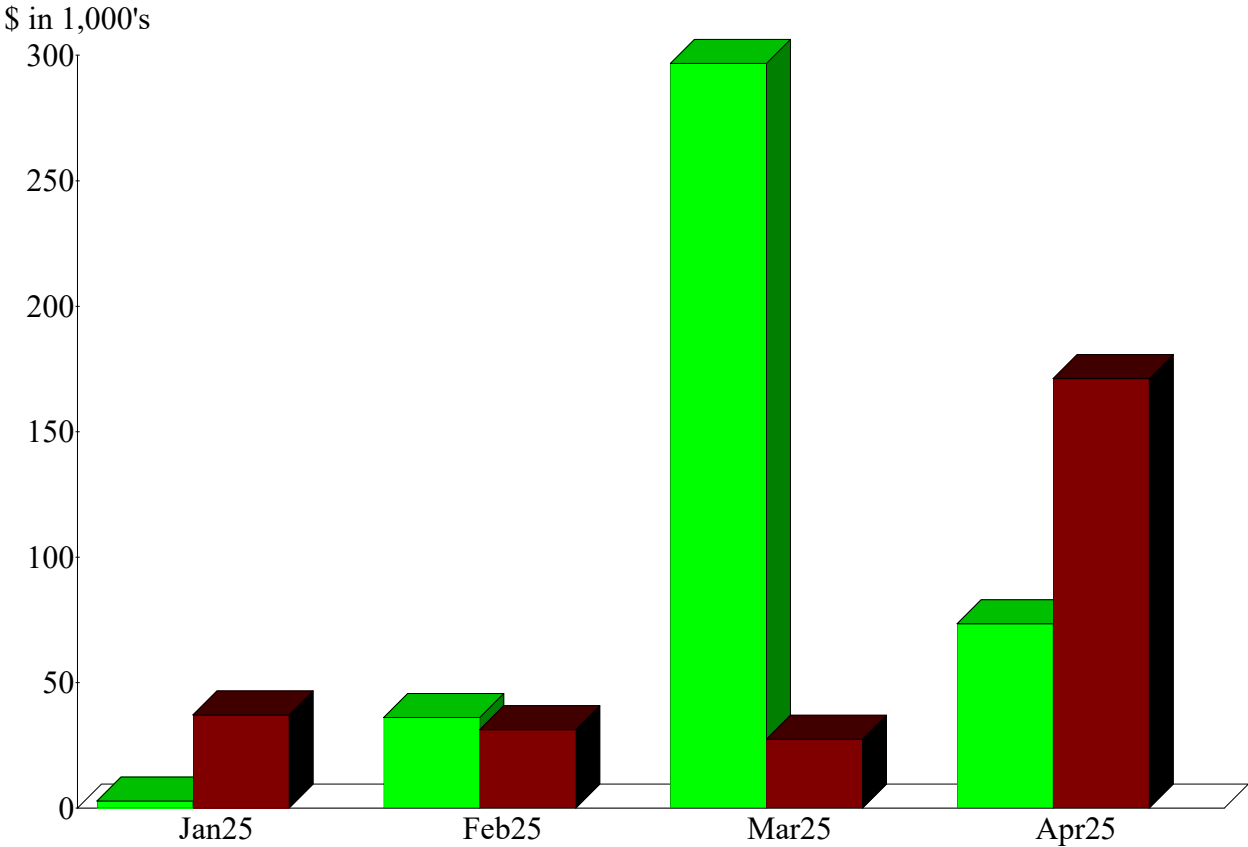
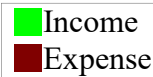
Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January through April 2025

	TOTAL				
	Apr 25	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Total 1-3000 · GF EXPENSES	49,568.49	75,431.01	255,800.00	-180,368.99	29.49%
1-4000 · OTHER					
1-4018 · Collection Fee (Treasurer)	352.39	2,594.89	5,061.00	-2,466.11	51.27%
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	64.61	252.35	1,000.00	-747.65	25.24%
Total 1-4000 · OTHER	417.00	2,847.24	20,111.00	-17,263.76	14.16%
Total Expense	67,405.83	161,337.71	528,191.00	-366,853.29	30.55%
Net Ordinary Income	-16,030.10	89,935.29	-21,065.00	111,000.29	-426.94%
Net Income	-16,030.10	89,935.29	-21,065.00	111,000.29	-426.94%

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

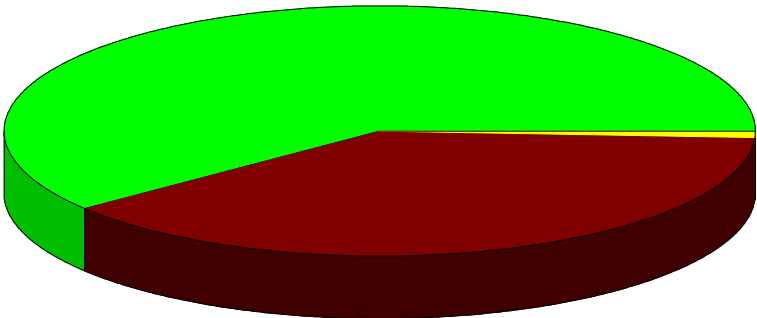
	TOTAL				
	Apr 25	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
2-100 · DS INCOME					
2-104 · Prop Tax Revenue	21,019.99	154,782.80	301,865.00	-147,082.20	51.28%
2-130 · DS Interest Income	1,064.85	3,117.33			
Total 2-100 · DS INCOME	22,084.84	157,900.13	301,865.00	-143,964.87	52.31%
Total Income	22,084.84	157,900.13	301,865.00	-143,964.87	52.31%
Gross Profit	22,084.84	157,900.13	301,865.00	-143,964.87	52.31%
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)	315.30	2,321.75	4,528.00	-2,206.25	51.28%
2-1015 · Bond Principal Pmts	0.00	0.00	85,000.00	-85,000.00	0.0%
2-1030 · Interest Expense DS	103,475.00	103,475.00	206,850.00	-103,375.00	50.02%
Total 2-1000 · DS EXPENSES	103,790.30	105,796.75	297,178.00	-191,381.25	35.6%
Total Expense	103,790.30	105,796.75	297,178.00	-191,381.25	35.6%
Net Ordinary Income	-81,705.46	52,103.38	4,687.00	47,416.38	1,111.66%
Net Income	-81,705.46	52,103.38	4,687.00	47,416.38	1,111.66%

Income and Expense by Month
January through April 2025



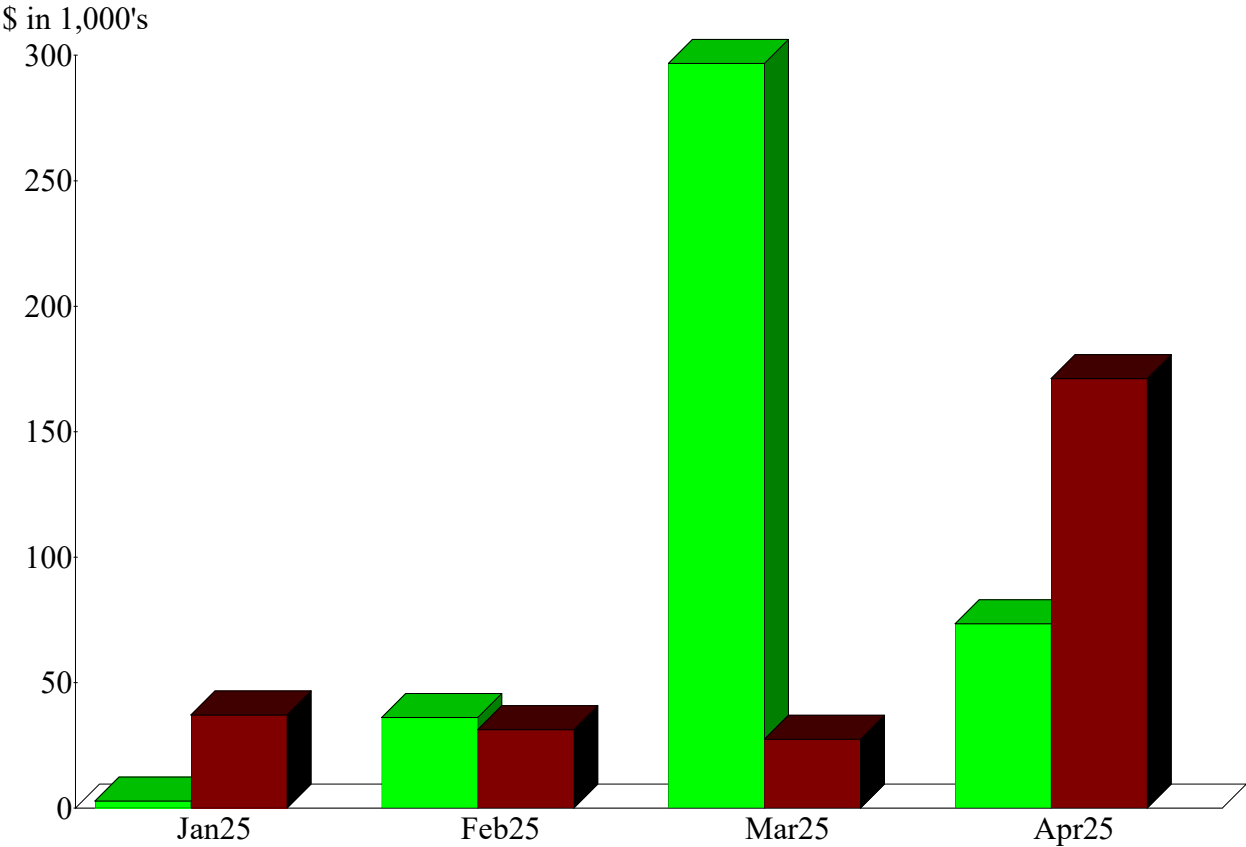
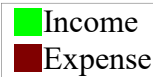
Income Summary
January through April 2025

1-100 · GF INCOME	60.67%
2-100 · DS INCOME	38.59
47800 · Insurance Claim	0.74
Total	\$409,173.13



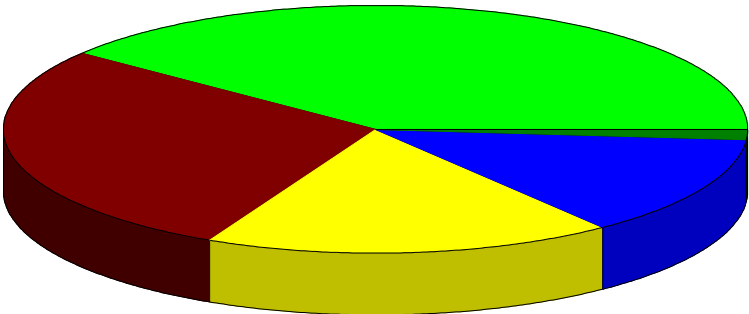
By Account

Income and Expense by Month
January through April 2025



Expense Summary
January through April 2025

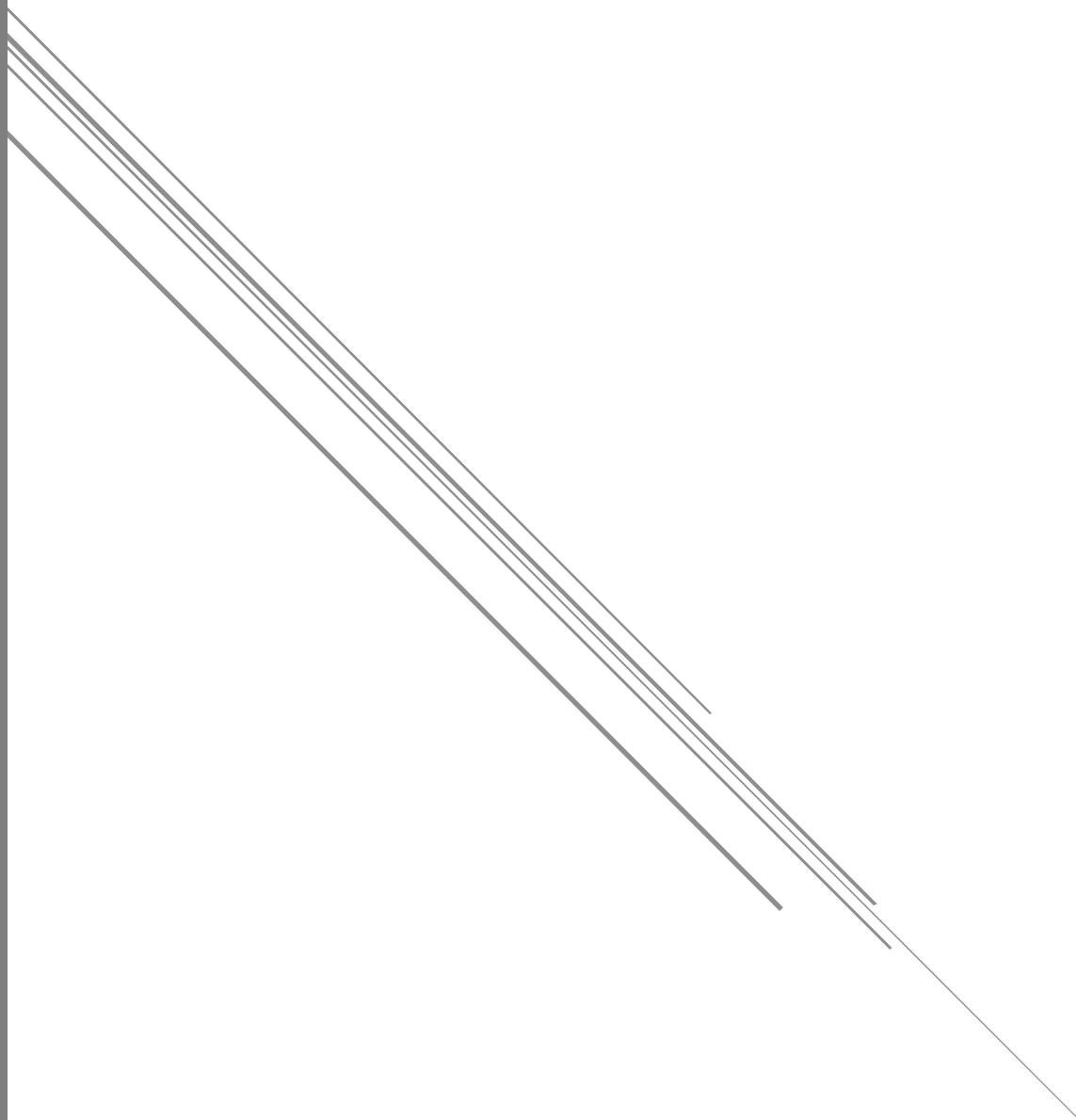
2-1000 · DS EXPENSES	39.60%
1-3000 · GF EXPENSES	28.24
1-2000 · LODGE	17.87
1-1000 · SERVICES	13.22
1-4000 · OTHER	1.07
Total	\$267,134.46



By Account



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Cathedral Pines Metropolitan District

PAYMENT REQUEST

5/20/2025

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Adorkably Yours Creatives, LTD.	50125	5/1/2025	\$ 3,865.82	Auto Pay
Black Hills Energy	5715886192	5/2/2025	\$ 132.06	Auto Pay
Colorado Springs Cleaning Supply	96517	5/11/2025	\$ 175.17	
Fyxon LLC	271	4/29/2025	\$ 760.00	
LandTech	14286	5/1/2025	\$ 3,538.00	
LandTech	14397	4/30/2025	\$ 5,688.00	
LandTech	14398	4/30/2025	\$ 5,436.00	
LandTech	14399	4/30/2025	\$ 5,436.00	
LandTech	14400	4/30/2025	\$ 5,598.00	
LandTech	14401	4/30/2025	\$ 5,736.00	
LandTech	14402	4/30/2025	\$ 5,763.00	
LandTech	14403	4/30/2025	\$ 5,645.00	
LandTech	14404	4/30/2025	\$ 5,721.00	
Mountain View Electric	Various	4/16/2025	\$ 1,242.91	Auto Pay
Special District Association	2025	2/21/2025	\$ 717.67	
Solitude Lake Management	PSI65660	5/1/2025	\$ 719.34	
Stratus IQ	50125	5/1/2025	\$ 204.99	
The Gardner Law Office	10482	4/10/2025	\$ 3,437.50	
TWM	108110	5/1/2025	\$ 1,750.00	
Waste Connection	5390533V315	5/1/2025	\$ -	Credit Balance
WSDM District Managers	757	4/30/2025	\$ 7,048.61	
TOTAL			\$ 68,615.07	

BONDS REVENUE FUND ACCOUNT

Description	Date	Amount	Comments
UMB Bank NA	6/1/2025	\$ 103,475.00	Interest Payment
TOTAL		\$ 103,475.00	

TOTAL \$ 172,090.07

Director _____

Eastern Colorado Bank Balance	\$ 474,035.64
This Months Payables	\$ (172,090.07)
Eastern Colorado Bank After Draw	\$ 301,945.57