

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



Wednesday, June 25, 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 May 31, 2025 (enclosure) – Kevin
 - b. Ratify and consider approval of payables through the period ending June 17, 2025 (enclosure) – Kevin
- 7. Lodge Management Update**
 - a. Review Lodge Performance – Travis & Shalece
 - b. Discuss permanent tree lights for Lodge – Rick
 - c. Update on Asphalt repairs – Bill / Rebecca
 - d. Status of Outdoor Benches – Kevin
 - e. Review and consider approval of Water Heater proposal - Bill

8. Landscaping Matters

- a. Status Update on Median/ Cul de sac – Rick
- b. Proposal for Lodge Entrance Landscaping – Rick
- c. Review and consider approval for Edging mulch and waterproof planter proposals - Rick
- d. Chipping Event Follow-up - Rebecca
- e. Review and Consider Fish restocking proposal - Rebecca

9. New Business

- a. Update on Firewise Program – Scott
- b. Cistern Update – Bill
- c. Update to CP Milam/Shoup Monument Mileage Engraving – Bill
- d. 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.

12. Adjournment – The next regular scheduled meeting is on July 15, 2025, at 9:00 am – 2024 Audit Review



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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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**CATHEDRAL PINES METROPOLITAN DISTRICT
2025 BUDGET
GENERAL FUND**

| | 2023 | 2024 | 2025 | 2025 | Actual vs Budget |
|---|---------------|---------------|------------------|------------|------------------|
| | ACTUAL | ACTUAL | ACTUAL as of 6/3 | BUDGET | |
| GENERAL FUND: BEGINNING BALANCE | \$ 221,779 | \$ 315,751 | \$ 313,113 | \$ 232,036 | 135% |
| REVENUE | | | | | |
| PROPERTY TAXES | \$ 287,909 | \$ 337,241 | \$ 218,695 | \$ 337,379 | 65% |
| SPECIFIC OWNERSHIP TAXES | \$ 60,340 | \$ 59,215 | \$ 20,323 | \$ 44,747 | 45% |
| DELINQUENT TAX AND INTEREST | \$ 336 | \$ 325.26 | \$ 23 | | |
| PRIOR YEAR INTEREST & ABATEMENT | \$ (328) | | | | |
| RENTAL INCOME - THE LODGE EVENTS | \$ 70,332 | \$ 117,406.00 | \$ 59,777 | \$ 125,000 | 48% |
| RENTAL INCOME - SHED | \$ 10,200 | \$ 8,150.00 | \$ - | \$ - | |
| SALES OF MONUMENT LOGOS | | | | | |
| GAIN ON SALE OF ASSETS | | \$ 3,053.00 | | | |
| OTHER REVENUE | | | | | |
| FEMA FUNDS | \$ 5,283 | \$ - | | \$ - | |
| GRANT | \$ 50,000 | \$ - | | \$ - | |
| TOTAL REVENUES | \$ 484,072 | \$ 525,390 | \$ 298,817 | \$ 507,126 | 59% |
| TOTAL REVENUE & FUND BALANCE | \$ 705,851 | \$ 841,141 | \$ 611,931 | \$ 739,162 | 83% |
| EXPENDITURES | | | | | |
| SERVICES | | | | | |
| AUDIT (Biggs Kofford) | \$ 9,325 | \$ 9,600.00 | | \$ 10,080 | 0% |
| MANAGEMENT (WSDM) | \$ 73,023 | \$ 77,604.59 | \$ 25,878 | \$ 84,000 | 31% |
| MAINTENANCE MANAGEMENT | \$ 1,324 | | | \$ - | |
| LEGAL | \$ 11,375 | \$ 7,750.00 | \$ 7,650 | \$ 15,000 | 51% |
| CONSULTING SERVICES | \$ 717 | \$ 500.00 | | | |
| Category SubTotal | \$ 95,764 | \$ 95,455 | \$ 33,528 | \$ 109,080 | 31% |
| LODGE | | | | | |
| LODGE MANAGEMENT | \$ 35,174 | \$ 41,950.00 | \$ 25,000 | \$ 50,000 | 50% |
| ADVERTISING/WEBSITE | \$ 17,396 | \$ 21,204.08 | \$ 9,176 | \$ 21,000 | 44% |
| SUPPLIES | \$ 427 | \$ 3,263.63 | \$ 1,193 | \$ 5,000 | 24% |
| CLEANING | \$ 5,598 | \$ 7,491.00 | \$ 1,546 | \$ 6,500 | 24% |
| REPAIRS AND MAINTENANCE | \$ 16,530 | \$ 33,448.66 | \$ 7,442 | \$ 10,000 | 74% |
| UTILITIES | \$ 7,140 | \$ 7,679.52 | \$ 2,487 | \$ 10,000 | 25% |
| SECURITY | \$ 2,597 | \$ 2,549.00 | \$ 753 | \$ 2,700 | 28% |
| CAPITAL IMPROVEMENTS | \$ 6,784 | \$ 46,114.68 | \$ 4,054 | \$ 15,000 | 27% |
| SNOW REMOVAL | \$ 16,014 | \$ 591.13 | | \$ - | |
| LANDSCAPE REPAIRS & MAINTENANCE | \$ 5,036 | \$ 8,184.00 | | \$ 5,000 | 0% |
| TRASH | \$ 2,347 | \$ 3,653.88 | \$ 1,102 | \$ 3,500 | 31% |
| TELEPHONE & NETWORK | \$ 2,460 | \$ 2,459.88 | \$ 1,025 | \$ 2,500 | 41% |
| CONTINGENCY | | \$ 83.55 | | \$ 10,000 | 0% |
| Category SubTotal | \$ 117,502 | \$ 178,673 | \$ 53,779 | \$ 141,200 | 38% |
| GENERAL | | | | | |
| LANDSCAPE MAINTENANCE | \$ 52,365 | \$ 68,747.58 | \$ 18,409 | \$ 50,000 | 37% |
| REPAIRS AND MAINTENANCE | \$ 7,727 | \$ 18,613.73 | \$ 791 | \$ 20,000 | 4% |
| LANDSCAPE UPGRADE | \$ 894 | \$ 75,000.00 | \$ 45,023 | \$ 85,000 | 53% |
| SNOW REMOVAL | \$ 8,855 | \$ 17,736.35 | \$ 10,371 | \$ 15,000 | 69% |
| UTILITIES | \$ 20,398 | \$ 26,929.55 | \$ 2,960 | \$ 25,000 | 12% |
| CAPITAL IMPROVEMENTS | | | | \$ 30,000 | 0% |
| CONTINGENCY | \$ 108 | | \$ 4 | \$ 10,000 | 0% |
| MEETINGS | \$ - | \$ 717.51 | \$ 1,794 | \$ 2,000 | 90% |
| ELECTION | \$ 16,555 | | \$ 1,871 | \$ 20,000 | 9% |
| SUBSCRIPTIONS/ FEES | \$ 740 | \$ 676.60 | \$ 718 | \$ 800 | 90% |
| Category SubTotal | \$ 107,642 | \$ 208,421 | \$ 81,940 | \$ 257,800 | 32% |
| OTHER | | | | | |
| BANK CHARGES | | \$ 20.00 | | \$ 50 | 0% |
| INSURANCE | \$ 13,851 | \$ 14,212.00 | | \$ 14,000 | 0% |
| OFFICE EXPENSE | \$ 1,017 | \$ 1,182.99 | \$ 252 | \$ 1,000 | 25% |
| COUNTY TREASURER'S FEES | \$ 4,324 | \$ 5,064 | \$ 3,281 | \$ 5,061 | 65% |
| Category SubTotal | \$ 19,192 | \$ 20,479 | \$ 3,533 | \$ 20,111 | 18% |
| TOTAL EXPENDITURES | \$ 340,100 | \$ 503,028 | \$ 172,781 | \$ 528,191 | 33% |
| TRANSFERS OUT | | | | | |
| CAPITAL REPLACEMENT RESERVE | \$ 50,000 | \$ 25,000 | | \$ 50,000 | |
| TOTAL TRANSFERS OUT | \$ 50,000 | \$ 25,000 | | \$ 50,000 | |
| GENERAL FUND: ENDING BALANCE | \$ 315,751 | \$ 313,113 | \$ 439,150 | \$ 160,971 | 273% |
| ASSESSED VALUATION (000'S) | \$ 15,169,380 | \$ 17,520,050 | | 17,756,770 | |
| MILL LEVY | 19.000 | 19.000 | | 19.000 | |

**CATHEDRAL PINES METROPOLITAN DISTRICT
2025 BUDGET
DEBT SERVICE FUND**

| | 2023 | 2024 | 2025 | 2025 | |
|--|-------------------|-------------------|---------------------|-------------------|-------------|
| | ACTUAL | ACTUAL | ACTUAL as of 6/3 | BUDGET | |
| REVENUE FUND 1: BEGINNING BALANCE | \$ 128,979 | \$ 154,635 | \$ 171,586 | \$ 168,451 | 102% |
| REVENUES | | | | | |
| PROPERTY TAXES | \$ 287,909 | \$ 301,742 | \$ 195,675 | \$ 301,865 | 65% |
| PRIOR YEAR TAXES & INTEREST ABATEMENT | \$ (328) | | | | |
| DELINQUENT TAX AND INTEREST | \$ 336 | \$ 325 | \$ 23 | | |
| INTEREST INCOME | \$ 11,863 | \$ 14,881 | \$ 3,117 | | |
| TOTAL REVENUES | \$ 299,780 | \$ 316,948 | \$ 198,815 | \$ 301,865 | 66% |
| TOTAL REVENUE & FUND BALANCE | \$ 428,759 | \$ 471,583 | \$ 370,401 | \$ 470,316 | 79% |
| EXPENDITURES | | | | | |
| BANK CHARGES | | | | | |
| COUNTY TREASURER'S FEES | \$ 4,324 | \$ 4,531 | \$ 2,935 | \$ 4,528 | 65% |
| BOND - PRINCIPAL | \$ 75,000 | \$ 85,000 | | \$ 85,000 | 0% |
| BOND INTEREST | \$ 194,400 | \$ 210,067 | \$ 103,475 | \$ 206,850 | 50% |
| PAYING AGENT / TRUSTEE FEES | \$ 400 | \$ 400 | | \$ 800 | 0% |
| CONTINGENCY | | | | | |
| TOTAL EXPENDITURES | \$ 274,124 | \$ 299,998 | \$ 106,410 | \$ 297,178 | 36% |
| REVENUE FUND: ENDING BALANCE | \$ 154,635 | \$ 171,586 | \$ 263,990 | \$ 173,138 | 152% |
| ASSESSED VALUATION | \$ 15,169,380 | \$ 17,520,050 | | 17,756,770 | |
| MILL LEVY | 19.000 | 17.000 | | 17.000 | |
| TOTAL MILL LEVY | | | | | |

**CATHEDRAL PINES METROPOLITAN DISTRICT
2025 BUDGET
CAPITAL RESERVE FUND**

| | 2023 | 2024 | 2025 | 2025 | |
|--|------------------|------------------|---------------------|------------------|------------------|
| | ACTUAL | ACTUAL | ACTUAL as of 6/3 | BUDGET | reserve study ev |
| REVENUE FUND 1: BEGINNING BALANCE | \$ - | \$ 50,000 | \$ 40,969 | \$ 40,969 | 100% |
| REVENUES | | | | | |
| TRANSFER IN FROM GENERAL FUND | \$ 50,000 | \$ 25,000 | | \$ 50,000 | 0% |
| TOTAL REVENUES | \$ 50,000 | \$ 25,000 | \$ - | \$ 50,000 | 0% |
| TOTAL REVENUE & FUND BALANCE | \$ 50,000 | \$ 75,000 | \$ 40,969 | \$ 90,969 | 45% |
| EXPENDITURES | | | | | |
| LODGE CAPITAL REPLACEMENT | | \$ 34,031 | | \$ 10,000 | 0% |
| PROJECTED CAPITAL REPLACEMENT | | | | | |
| TOTAL EXPENDITURES | \$ - | \$ 34,031 | \$ - | \$ 10,000 | 0% |
| REVENUE FUND: ENDING BALANCE | \$ 50,000 | \$ 40,969 | \$ 40,969 | \$ 80,969 | 51% |

2025 Capital Spending Plan

| Project | Amount Budgeted | YTD Expense | Pending Approved Cost | Fund/ Account |
|---------------------------|----------------------|---------------------|-----------------------|--|
| Lodge Bridal Suite | \$ 5,000.00 | \$ 4,057.00 | \$ - | GF - LODGE: Capital Improvement |
| Lodge Outside Benches | \$ 10,000.00 | \$ - | \$ 10,000.00 | GF - LODGE: Capital Improvement |
| Landscape Upgrade | \$ 85,000.00 | \$ 45,023.00 | \$ 33,053.00 | GF - GENERAL: Landscape Upgrade |
| Mail Kiosk Improvement | \$ 30,000.00 | \$ - | \$ - | GF - GENERAL: Capital Improvement |
| Lodge Asphalt Replacement | \$ 10,000.00 | \$ - | \$ 7,425.07 | CAPITAL RESERVE: Lodge Capital Replacement |
| TOTAL | \$ 140,000.00 | \$ 49,080.00 | \$ 50,478.07 | 71.11% |

2025 Repair & Maint. Spending Plan

| Project | Amount Budgeted | YTD Expense | Pending Approved Cost | Fund/ Account |
|-----------------------------|---------------------|--------------------|-----------------------|--|
| Repair & Maintenance Budget | | | | |
| LODGE | \$ 10,000.00 | | | |
| | | \$ 85.00 | | J & E Electric |
| | | \$ 150.10 | | William Heeter |
| | | \$ 105.11 | | William Heeter |
| | | \$ 275.71 | | Ecton Espenlaub |
| | | \$ 2,373.75 | | Down To Earth Excavating Inc. |
| | | \$ (200.00) | | Paid Mr. Rooter twice (refund) |
| | | \$ 720.00 | | Summit Fire Protection |
| | | \$ 520.00 | | Olson Plumbing Heating Co. |
| | | \$ 669.63 | | The Fireplace Doctor Inc |
| | | \$ 420.00 | | Summit Fire Protection |
| | | \$ 145.00 | | J & E Electric |
| | | \$ 85.00 | | J & E Electric |
| | | \$ 1,922.50 | | Olson Plumbing Heating Co. |
| | | \$ 99.50 | | Adorkably Yours Creatives Ltd. |
| | | \$ 25.44 | | Ecton Espenlaub |
| | | \$ 45.57 | | Ecton Espenlaub |
| | | | | Water Heater |
| | | | | A/C Units |
| | | | \$ 720.00 | Waterproof planter boxes |
| GENERAL FUND | \$ 20,000.00 | | | |
| | | \$ 350.00 | | Valley Electric 2/14/2025 |
| | | \$ 119.20 | | Trail/ water feature/ & Sign Reimb. To Ecton |
| | | | \$ 876.08 | LandTech Irrigation Repair |
| | | | \$ 1,125.00 | Landtech Edging |
| | | | \$ 200.00 | A&E Electric |
| | | | | A&E Electric |
| TOTAL | \$ 30,000.00 | \$ 7,911.51 | \$ 2,921.08 | 36.11% |

Cathedral Pines Metropolitan District

Balance Sheet

As of May 31, 2025

| | May 31, 25 |
|----------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| ECB Debt Service Fund | 240,998.23 |
| ECB - General Fund New Reserve | 61,945.55 |
| ECB - General Fund New - Other | 248,302.84 |
| Total ECB - General Fund New | 310,248.39 |
| MM - CSAFE Bond Fund UMB | 0.53 |
| Total Checking/Savings | 551,247.15 |
| Accounts Receivable | |
| Accounts Receivable | 8,875.00 |
| Total Accounts Receivable | 8,875.00 |
| Other Current Assets | |
| Prop Tax Rec - Debt Svc | 497,539.85 |
| Prop Tax Rec - Gnl Fund | 556,074.43 |
| Total Other Current Assets | 1,053,614.28 |
| Total Current Assets | 1,613,736.43 |
| 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 | 2,772,305.23 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable (A/P) | 69,556.37 |
| Total Accounts Payable | 69,556.37 |
| Other Current Liabilities | |
| Accrued Interest - DSvc | 17,246.00 |
| Deferred Revenue - Lodge Events | 34,604.75 |
| Deferred Prop Tax - DSvc | 497,539.85 |
| Deferred Prop Tax - Gnl | 556,074.43 |
| Total Other Current Liabilities | 1,105,465.03 |
| Total Current Liabilities | 1,175,021.40 |

Cathedral Pines Metropolitan District

Balance Sheet

As of May 31, 2025

| | May 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 | 5,623,604.74 |
| 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 | 176,925.80 |
| Total Equity | -2,851,299.51 |
| TOTAL LIABILITIES & EQUITY | 2,772,305.23 |

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

General fund

| | TOTAL | | | | |
|--------------------------------------|-----------|--------------|------------|----------------|-------------|
| | May 25 | Jan - May 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 | 45,702.90 | 218,695.43 | 337,379.00 | -118,683.57 | 64.82% |
| 1-110 · Specific Ownership Taxes | 4,829.42 | 20,322.57 | 44,747.00 | -24,424.43 | 45.42% |
| 1-115 · Delinquent Tax and Interest | 22.59 | 22.59 | | | |
| 1-120 · Rental Income - Lodge Events | 11,175.00 | 70,951.70 | 125,000.00 | -54,048.30 | 56.76% |
| 1-135 · Interest Income | 0.45 | 0.53 | | | |
| Total 1-100 · GF INCOME | 61,730.36 | 309,992.82 | 507,126.00 | -197,133.18 | 61.13% |
| Total Income | 61,730.36 | 313,003.36 | 507,126.00 | -194,122.64 | 61.72% |
| Gross Profit | 61,730.36 | 313,003.36 | 507,126.00 | -194,122.64 | 61.72% |
| Expense | | | | | |
| 1-1000 · SERVICES | | | | | |
| 1-1005 · Audit | 0.00 | 0.00 | 10,080.00 | -10,080.00 | 0.0% |
| 1-1010 · Management Expense | 5,104.35 | 30,981.95 | 84,000.00 | -53,018.05 | 36.88% |
| 1-1015 · Maintenance Management | 719.34 | 719.34 | | | |
| 1-1012 · Meeting Expense | 0.00 | 1,793.95 | 2,000.00 | -206.05 | 89.7% |
| 1-1020 · Legal Fees | 1,350.00 | 9,000.00 | 15,000.00 | -6,000.00 | 60.0% |
| Total 1-1000 · SERVICES | 7,173.69 | 42,495.24 | 111,080.00 | -68,584.76 | 38.26% |
| 1-2000 · LODGE | | | | | |
| 1-2001 · Lodge Management | 3,500.00 | 25,000.00 | 50,000.00 | -25,000.00 | 50.0% |
| 1-2005 · Advertising/ Website | 1,900.00 | 9,176.00 | 21,000.00 | -11,824.00 | 43.7% |
| 1-2020 · Event Supplies | 175.17 | 1,193.34 | 5,000.00 | -3,806.66 | 23.87% |
| 1-2025 · Cleaning | 215.82 | 1,735.82 | 6,500.00 | -4,764.18 | 26.71% |
| 1-2030 · Repairs and Maintenance | 45.57 | 7,442.31 | 10,000.00 | -2,557.69 | 74.42% |
| 1-2035 · Utilities | 608.06 | 2,805.17 | 10,000.00 | -7,194.83 | 28.05% |
| 1-2040 · Security | 188.37 | 941.85 | 2,700.00 | -1,758.15 | 34.88% |
| 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 | 1,024.95 | 2,500.00 | -1,475.05 | 41.0% |
| 1-4030 · Lodge Contingency | 0.00 | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total 1-2000 · LODGE | 6,837.98 | 54,475.95 | 141,200.00 | -86,724.05 | 38.58% |
| 1-3000 · GF EXPENSES | | | | | |
| 1-3003 · Capital Improvements | 0.00 | 0.00 | 30,000.00 | -30,000.00 | 0.0% |
| 1-3021 · Utilities | 0.00 | 3,117.45 | 25,000.00 | -21,882.55 | 12.47% |
| 1-3016 · Snow Removal | 0.00 | 10,370.98 | 15,000.00 | -4,629.02 | 69.14% |
| 1-3011 · Repair & Maintenance | 0.00 | 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 | 41,922.08 | 56,074.08 | 50,000.00 | 6,074.08 | 112.15% |

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

| | TOTAL | | | | |
|-------------------------------------|-----------------|------------------|-------------------|-------------------|-----------------|
| | May 25 | Jan - May 25 | Budget | \$ Over Budget | % of Budget |
| 1-3008 · Landscape Upgrade | 0.00 | 45,023.00 | 85,000.00 | -39,977.00 | 52.97% |
| 1-3010 · Repair & Maintenance - O&M | 521.94 | 521.94 | | | |
| 1-3020 · Utilities - O&M | 3,340.26 | 3,340.26 | | | |
| 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% |
| Total 1-3000 · GF EXPENSES | 45,784.28 | 121,505.23 | 255,800.00 | -134,294.77 | 47.5% |
| 1-4000 · OTHER | | | | | |
| 1-4018 · Collection Fee (Treasurer) | 685.90 | 3,280.79 | 5,061.00 | -1,780.21 | 64.83% |
| 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 | 39.81 | 292.16 | 1,000.00 | -707.84 | 29.22% |
| Total 1-4000 · OTHER | 725.71 | 3,572.95 | 20,111.00 | -16,538.05 | 17.77% |
| Total Expense | 60,521.66 | 222,049.37 | 528,191.00 | -306,141.63 | 42.04% |
| Net Ordinary Income | 1,208.70 | 90,953.99 | -21,065.00 | 112,018.99 | -431.78% |
| Net Income | <u>1,208.70</u> | <u>90,953.99</u> | <u>-21,065.00</u> | <u>112,018.99</u> | <u>-431.78%</u> |

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

Debt Service Fund

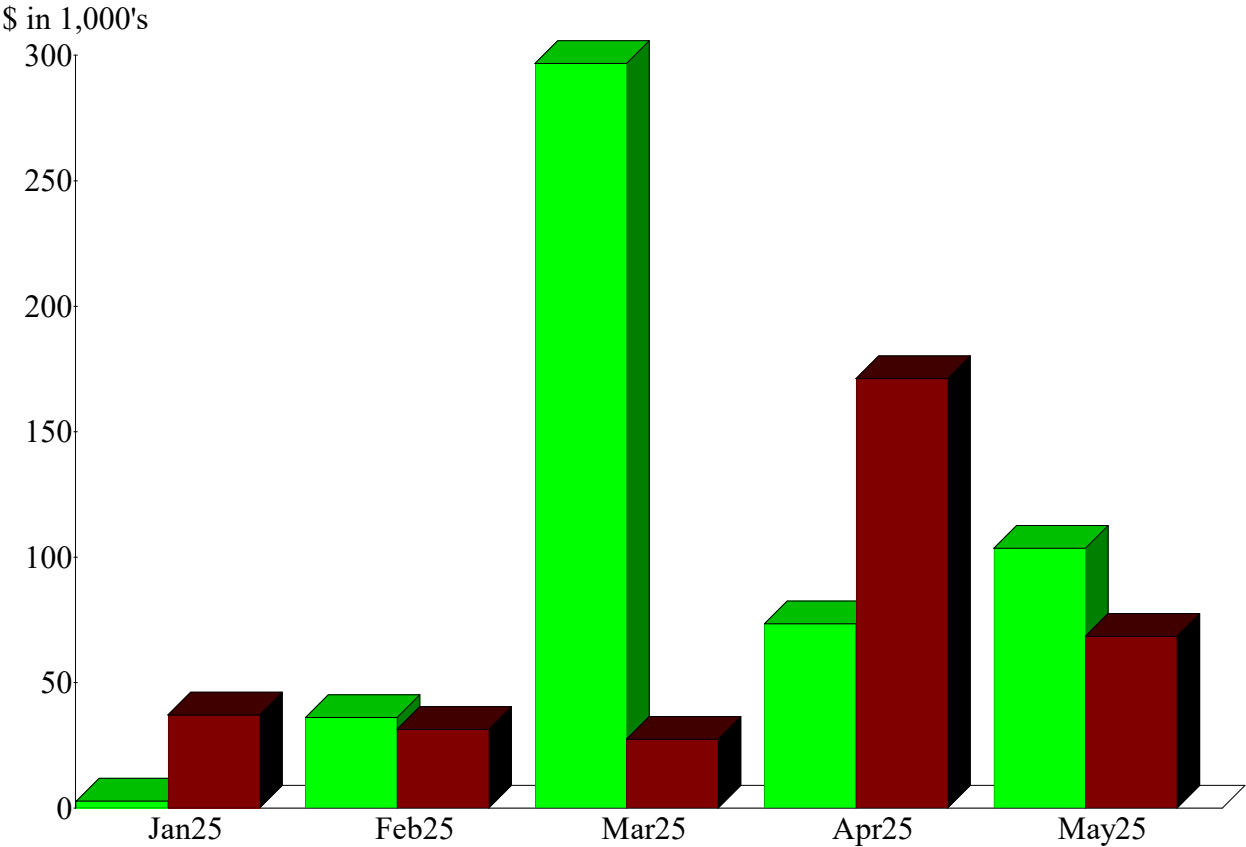
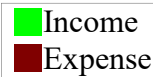
| | TOTAL | | | | |
|--|-----------|--------------|------------|----------------|-------------|
| | May 25 | Jan - May 25 | Budget | \$ Over Budget | % of Budget |
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 2-100 · DS INCOME | | | | | |
| 2-104 · Prop Tax Revenue | 40,892.06 | 195,674.86 | 301,865.00 | -106,190.14 | 64.82% |
| 2-115 · Delinquent Tax & Interest | 22.59 | 22.59 | | | |
| 2-130 · DS Interest Income | 992.55 | 4,109.88 | | | |
| Total 2-100 · DS INCOME | 41,907.20 | 199,807.33 | 301,865.00 | -102,057.67 | 66.19% |
| Total Income | 41,907.20 | 199,807.33 | 301,865.00 | -102,057.67 | 66.19% |
| Gross Profit | 41,907.20 | 199,807.33 | 301,865.00 | -102,057.67 | 66.19% |
| 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) | 613.70 | 2,935.45 | 4,528.00 | -1,592.55 | 64.83% |
| 2-1015 · Bond Principal Pmts | 0.00 | 0.00 | 85,000.00 | -85,000.00 | 0.0% |
| 2-1030 · Interest Expense DS | 0.00 | 103,475.00 | 206,850.00 | -103,375.00 | 50.02% |
| Total 2-1000 · DS EXPENSES | 613.70 | 106,410.45 | 297,178.00 | -190,767.55 | 35.81% |
| Total Expense | 613.70 | 106,410.45 | 297,178.00 | -190,767.55 | 35.81% |
| Net Ordinary Income | 41,293.50 | 93,396.88 | 4,687.00 | 88,709.88 | 1,992.68% |
| Net Income | 41,293.50 | 93,396.88 | 4,687.00 | 88,709.88 | 1,992.68% |

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

Capital Projects Fund

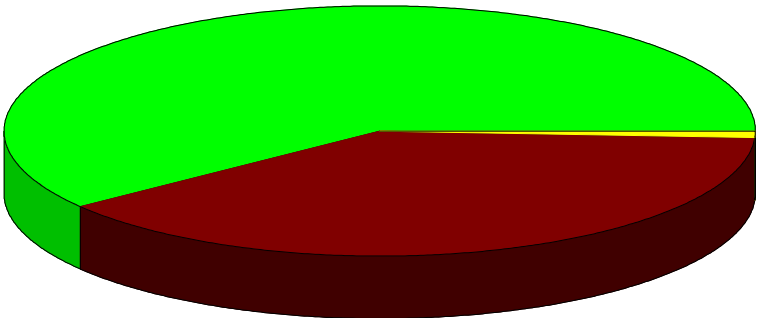
| | TOTAL | | | | |
|-------------------------------|-----------|--------------|-----------|----------------|-------------|
| | May 25 | Jan - May 25 | Budget | \$ Over Budget | % of Budget |
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Transfers In | 0.00 | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| Total Income | 0.00 | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| Gross Profit | 0.00 | 0.00 | 50,000.00 | -50,000.00 | 0.0% |
| Expense | | | | | |
| TRANSFERS OUT | | | | | |
| Capital Replacement Reserve | 0.00 | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Total TRANSFERS OUT | 0.00 | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 1-2000 · LODGE | | | | | |
| 1-2042 · Capital Improvements | 7,425.07 | 7,425.07 | | | |
| Total 1-2000 · LODGE | 7,425.07 | 7,425.07 | | | |
| Total Expense | 7,425.07 | 7,425.07 | 10,000.00 | -2,574.93 | 74.25% |
| Net Ordinary Income | -7,425.07 | -7,425.07 | 40,000.00 | -47,425.07 | -18.56% |
| Net Income | -7,425.07 | -7,425.07 | 40,000.00 | -47,425.07 | -18.56% |

Income and Expense by Month
January through May 2025

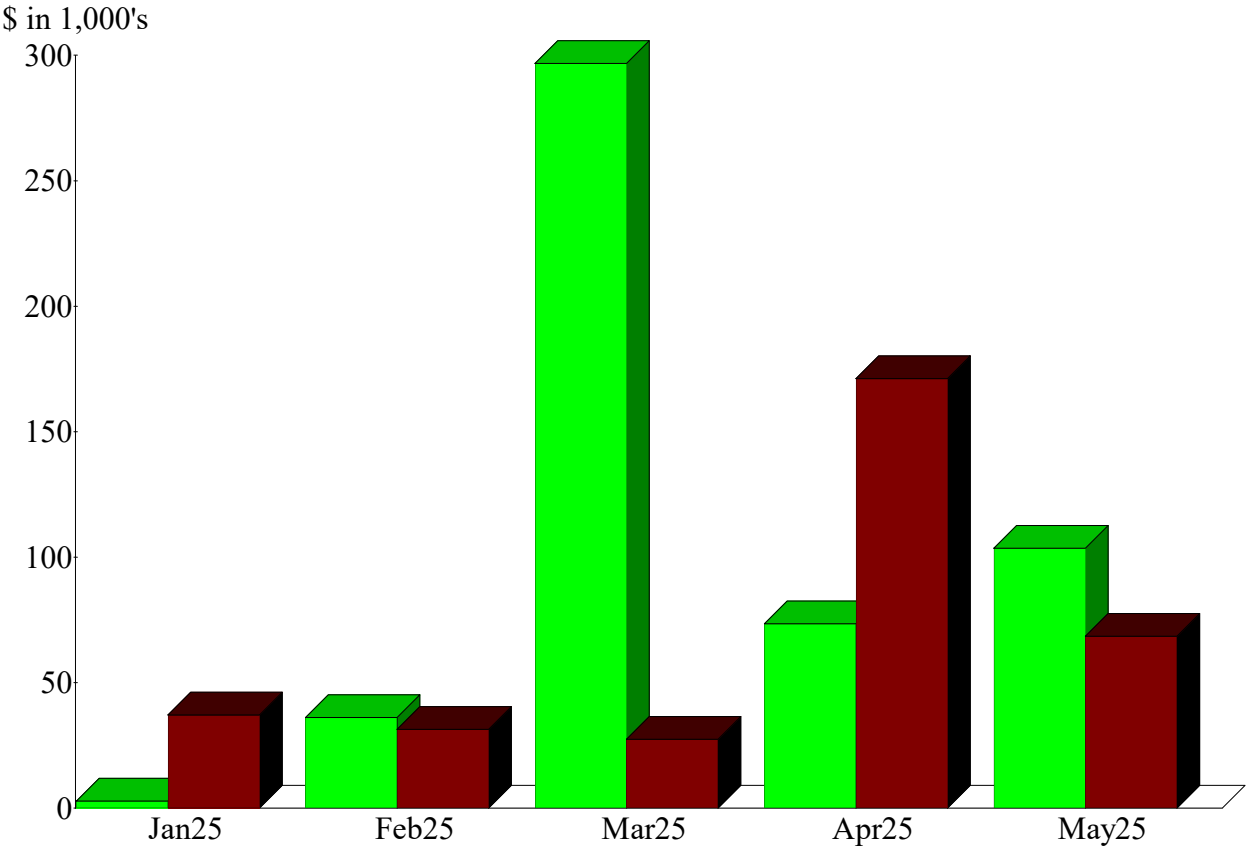
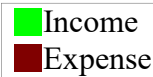


Income Summary
January through May 2025

| | |
|-------------------------|--------------|
| 1-100 · GF INCOME | 60.45% |
| 2-100 · DS INCOME | 38.96 |
| 47800 · Insurance Claim | 0.59 |
| Total | \$512,810.69 |

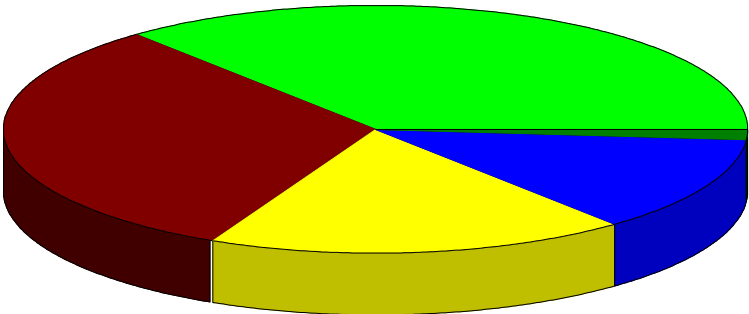


Income and Expense by Month
January through May 2025



Expense Summary
January through May 2025

| | |
|----------------------|--------------|
| 1-3000 · GF EXPENSES | 36.17% |
| 2-1000 · DS EXPENSES | 31.68 |
| 1-2000 · LODGE | 18.43 |
| 1-1000 · SERVICES | 12.65 |
| 1-4000 · OTHER | 1.06 |
| Total | \$335,884.89 |





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Cathedral Pines Metropolitan District
PAYMENT REQUEST
6/17/2025
GENERAL FUND ACCOUNT

| Company | Invoice | Date | Amount | Comments |
|-------------------------------------|------------|-----------|---------------------|--|
| Adorkably Yours Creatives, LTD. | 60125 | 6/1/2025 | \$ 3,500.00 | Auto Pay |
| A&E Electric | 001164 | 5/11/2025 | \$ 200.00 | |
| Bill Heeter | 61125 | 6/11/2025 | \$ 232.21 | Reimbursement for Restriping and Signs |
| Black Hills Energy | 5715886192 | 6/3/2025 | \$ 78.43 | Auto Pay |
| Fyxon LLC | 110 | 2/25/2025 | \$ 190.00 | |
| Kevin Combs | 61025 | 6/10/2025 | \$ 1,082.35 | Lodge Bench Construction Reimbursement |
| LandTech | 14694 | 5/28/2025 | \$ 25,750.00 | |
| LandTech | 14708 | 5/28/2025 | \$ 876.08 | |
| LandTech | 14832 | 5/31/2025 | \$ 83.00 | |
| LandTech | 14845 | 5/31/2025 | \$ 11,675.00 | |
| Mountain View Electric | Various | 5/21/2025 | \$ 3,816.26 | Auto Pay |
| RePave | 2125-31-1 | 5/28/2025 | \$ 7,425.07 | |
| Solitude Lake Management | PSI173710 | 6/1/2025 | \$ 719.34 | |
| Stratus IQ | 60125 | 6/1/2025 | \$ 204.99 | |
| Tall Timbers Tree & Schrub Services | 662623 | 6/10/2025 | \$ 6,000.00 | |
| The Gardner Law Office | 10494 | 5/15/2025 | \$ 1,350.00 | |
| TWM | 108113 | 6/1/2025 | \$ 1,750.00 | |
| WSDM District Managers | 802 | 5/31/2025 | \$ 5,144.16 | |
| TOTAL | | | \$ 70,076.89 | |

TOTAL \$ 70,076.89

Director _____

| | |
|----------------------------------|----------------------|
| Eastern Colorado Bank Balance | \$ 315,442.40 |
| This Months Payables | \$ (70,076.89) |
| Eastern Colorado Bank After Draw | \$ 245,365.51 |



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Online Report

May 2025

Views

3.26K

Sessions

2.35K

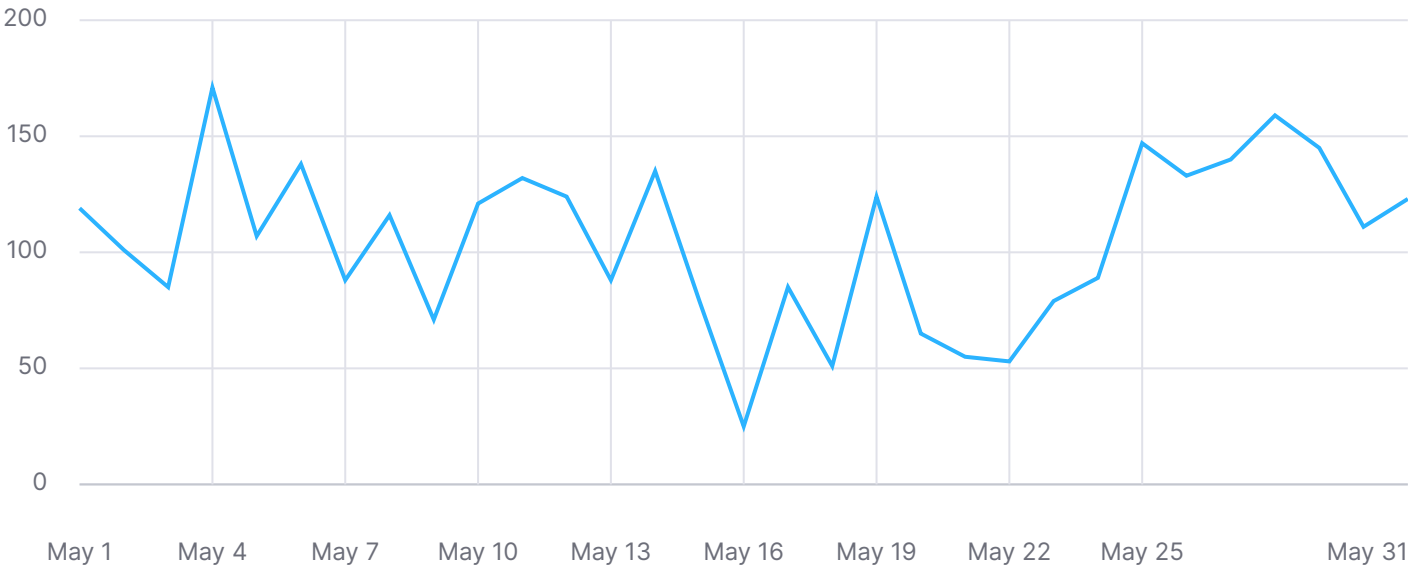
Total Users

1.97K

New Users

1.84K

Views



Sessions



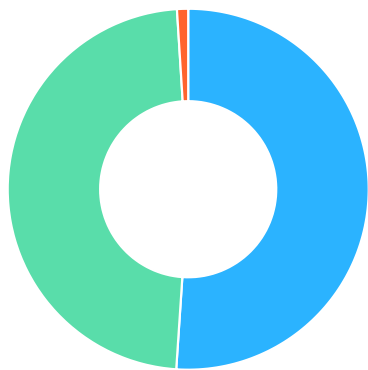
Total Users



New Users

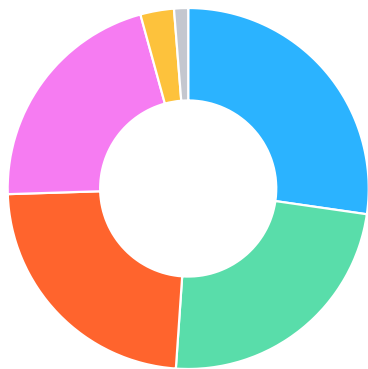


Impressions: Device



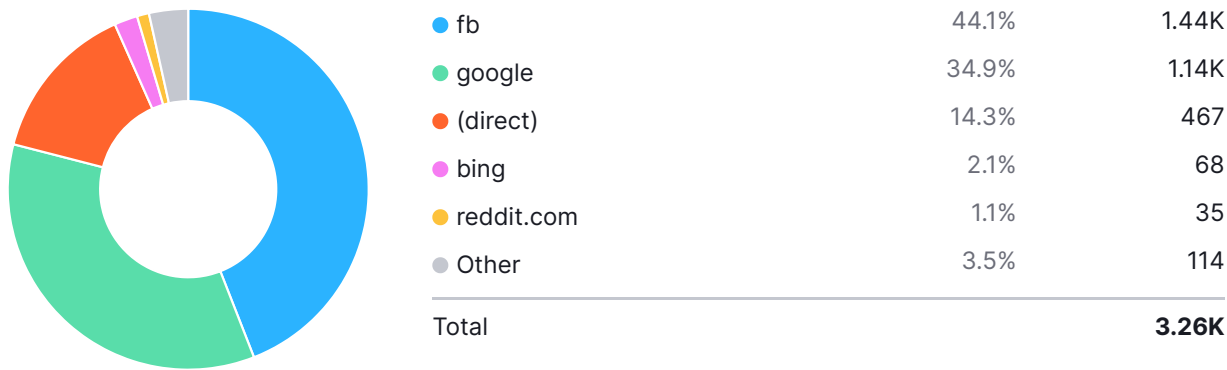
| | | |
|---------|-------|--------|
| Desktop | 51.3% | 5.98K |
| Mobile | 48.2% | 5.61K |
| Tablet | 0.5% | 58 |
| | | <hr/> |
| Total | | 11.65K |

Views: Browser

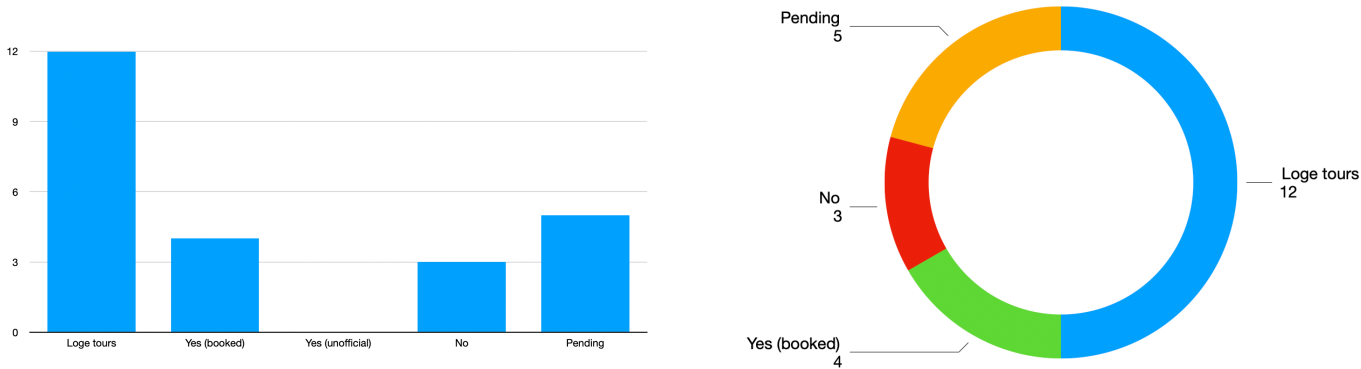


| | | |
|-----------------|-------|-------|
| Safari | 27.3% | 889 |
| Safari (in-app) | 23.8% | 776 |
| Chrome | 23.4% | 763 |
| Android Webview | 21.2% | 692 |
| Edge | 3% | 98 |
| Other | 1.3% | 41 |
| | | <hr/> |
| Total | | 3.26K |

Views: Session Source



Lodge Traffic



This month's preview

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

- Review and update directory listings
- Develop and publish new website content
- A/B test Google Places profile changes
- Monitor and update PPC campaigns

Lodge Traffic May 2025

Venue Tours

| # | Tour Name | Tour Date | Schedule Method | Event Type | Desired Date | Anticipated Guest Count | Booked? | Date Booked | Notes |
|---|-----------------------|--------------|-----------------|-------------------|------------------------|-------------------------|---------|-------------------|---|
| 1 | Veronica | May 6, 2025 | Website | Wedding | October 2025 | | No | - | Booked another venue |
| 2 | Kayla Taylor-Martinez | May 11, 2025 | Website | Baby Shower | July 6, 2025 | 60 | - | - | Canceled tour, "couldn't make it" |
| 3 | Arely Maldonado | May 13, 2025 | Website | Wedding | August 1, 2025 | 75 | No | - | Canceled tour, desired date not available |
| 4 | Deana Claton | May 15, 2025 | Walk-In | Wedding | August 2025 | Unknown | Yes | August 3, 2025 | |
| 5 | Korinne Condie | May 18, 2025 | Website | Wedding | September 6 or 7, 2025 | 125 | - | - | Canceled tour, "couldn't make it" |
| 6 | DeeDee | May 22, 2025 | Phone Call | Wedding Reception | September 5, 2025 | Unknown | Yes | September 5, 2025 | |
| 7 | Tammy Peterson | May 22, 2025 | Phone Call | Wedding | August 22, 2025 | 35-40 | Yes | August 22, 2025 | |
| 8 | Amanda Mattilla | May 22, 2025 | Website | Wedding | June 2026 | 125-150 | Yes | June 13, 2026 | Second tour with families |
| 9 | Regis Kane McGarry | May 25, 2025 | Website | Wedding | July 25, 2025 | 125-150 | No | - | Tour for daughter's wedding; booked different venue |

| | | | | | | | | | |
|----|-------------------|--------------|---------|----------------------------|--------------------|--------|---|---|--|
| 10 | Destiny Mossman | May 27, 2025 | Website | Wedding | September 10, 2026 | 90 | - | - | Second tour, first tour was no-show. Needed to reschedule due to repaving, no response |
| 11 | Bobby Norwood | May 28, 2025 | Website | Wedding | May 16, 2026 | 150 | | | |
| 12 | Laketia J Johnson | May 28, 2025 | Website | Business Anniversary Party | June 13, 2026 | 80-100 | | | |

Resident Tours

| Tour Name | Tour Date | Event Date | Resident Sponsor |
|----------------|-------------|----------------|------------------|
| Jamie Horspool | May 1, 2025 | August 9, 2025 | Chris Meacham |

Resident Events

| Event Name | Event Date | Event Type | Resident Sponsor |
|--|--------------|--|------------------|
| Resident Miller Event - Business Meeting | May 9, 2025 | Teacher Orientation | Ruth Miller |
| Resident Johnson Event - Spring Formal | May 10, 2025 | School Dance | Kim Johnson |
| Resident Anderson Event - High School Graduation Party | May 17, 2025 | Graduation Party | Matt Anderson |
| Resident Bringard Event - Graduation Party/Teacher Appreciation Dinner | May 23, 2025 | Graduation Party/Teacher Appreciation Dinner | Kevin Bringard |
| Resident Erickson Event - Neuffer/Boswell Reception | May 24, 2025 | Wedding Reception | Teresa Erickson |
| Resident Anderson Event - Graduation | May 28, 2025 | Graduation Celebration | Matt Anderson |

| | | | |
|-------------|--|--|--|
| Celebration | | | |
|-------------|--|--|--|

Outside Events

| Event Name | Event Date | Event Type | Rental Type |
|---|--------------|---------------------|-----------------------------|
| Torchenot-Neal/ Barrett Wedding | May 14, 2025 | Wedding | 9 Hour Venue Only Rental |
| Hook/Hicks/Shifflet Graduation Party | May 16, 2025 | Graduation Party | 8 Hour Venue Only Rental |
| Corona Baptism Celebration | May 31, 2025 | Baptism Celebration | 8 Hour Venue Only Rental |

Community Events

| Event Type | Event Date | Resident Sponsor |
|---------------------|--------------|-----------------------|
| Metro Board Meeting | May 20, 2025 | Metro Board |
| HOA Meeting | May 21, 2024 | HOA |
| ACC Meeting | May 21, 2024 | HOA/Warren Management |
| HOA Bunco Night | May 28, 2025 | HOA/Kristi Correa |

Booked Event Meetings

| Tour Name | Meeting Date | Event Name | Event Date | Event Type |
|--------------------|--------------|---------------------------------|-----------------------|--|
| Samantha Flores | May 1, 2025 | Flores/Morse Wedding | June 5, 2025 | 12 Hour Venue Only Rental |
| Breanna Hicks | May 7, 2025 | Hicks/Ferguson Wedding | June 28, 2025 | 12 Hour Venue Only Rental |
| Jordyn | May 11, 2025 | Probst-Miller Wedding | August 30, 2025 | 12 Hour Venue Only Rental |
| Sydney Mower | May 18, 2025 | Mower/Long Wedding | September 13, 2025 | 12 Hour Venue Only Rental |
| Andrea | May 18, 2025 | Pauly Celebration of Life | June 19, 2025 | 4 Hour Venue Only Rental plus one additional hour |

| | | | | |
|--------------|--------------|------------------------------|--------------------|---------------------------|
| Kris | May 18, 2025 | Dominguez Themed Celebration | October 4, 2025 | 8 Hour Venue Only Rental |
| Taylor Jo | May 22, 2025 | Probst-Miller Wedding | August 30, 2025 | 12 Hour Venue Only Rental |
| Kristina | May 23, 2025 | Peterson/Orescanin Wedding | October 11, 2025 | AIP |
| Charles | May 25, 2025 | Morris Sweet 16 | June 4, 2025 | 8 Hour Venue Only Rental |
| Claudia | May 25, 2025 | Corona Baptism Celebration | May 31, 2025 | 8 Hour Venue Only Rental |
| Deana Claton | May 28, 2025 | Claton/Funk Wedding | August 3, 2025 | 8 Hour Venue Only Rental |
| Breanna | May 29, 2025 | Hicks/Ferguson Wedding | June 28, 2025 | 12 Hour Venue Only Rental |
| Chris | May 30, 2025 | Flores/Morse Wedding (DJ) | June 5, 2025 | 12 Hour Venue Only Rental |
| Alyssa | May 30, 2025 | Davidson/Eubank Wedding | September 14, 2025 | 12 Hour Venue Only Rental |

Bookings

| Event Name | Renter Name | Event Date | Rental Type | Resident Sponsor | Date Booked | Tour Date |
|--|-------------------------------------|--------------------|-----------------------------------|------------------|--------------|---------------|
| Rampart High School Staff Retreat | Meghan Sanders/ Cheryl Whittaker | August 1, 2025 | 8 hour venue only rental | - | May 1, 2025 | - |
| Orchard Alliance Staff Retreat | Jodi Battle | September 19, 2025 | 8 hour venue only rental + 1 hour | - | May 14, 2025 | April 2, 2025 |
| Resident Anderson Event - Graduation Celebration | Matt Anderson | May 26, 2025 | Resident Rental | Matt Anderson | May 14, 2025 | - |

| | | | | | | |
|--------------------------|-----------------|-----------------|--------------------------|---|--------------|---------------------------|
| Claton/Funk Wedding | Deana Claton | August 3, 2025 | 8 hour venue only rental | - | May 28, 2025 | May 15, 2025/May 28, 2025 |
| Peterson/Varnell Wedding | Tambra Peterson | August 22, 2025 | 8 hour venue only rental | - | May 30, 2025 | May 22, 2025 |

Manager's Notes

Current Revenue - \$124,050 (booking total)

Number of Inquiries - 36 website, 9 Zola, 4 phone call

Inquiries

While it looks like inquiry numbers have dipped a lot, it is actually a good thing! Our inquiries are all now 100% legitimate, and I don't get any spam requests anymore. Now it is easier to focus on those that are truly interested in our amazing space!

Debit Card

I have noticed an increasing need for me to have my own card for Lodge expenses. Would the board approve of me carrying a debit card specifically for Lodge expenses and eliminating my reimbursements, if the debit cards come to fruition?

Recurring Payments

I have a few things set up for recurring payments currently - Calendly (tours), Honeybook (contracts), Zola (inquiries), Google (email space). Would it be preferable to have all of these coming from a Cathedral Pines card instead of my personal card? I am happy to keep submitting for reimbursement if it is preferable.

Tablecloths

I had an event donate their tablecloths to us, so now I have tablecloths on hand. Would I be able to include these for use for events? I was thinking of making them available for use for an additional fee to cover the cleaning - \$15 per tablecloth. I can either put this on a CP card, or submit for reimbursement. I believe there are 20 - 90" black round tablecloths, but I will get an exact count and inventory list if the board wishes to keep them.

Video of Suite Updates

I have the new video for the suites! I think Travis did a fantastic job!

Recurring Amazon Order (still in progress)

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, batteries, 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 (still in progress)

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.

I also might look into upgrading my office chair, the current one is not great on my back.

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

End-of-Year Goals

- 80 total events (64 currently)