

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



Tuesday, July 18, 2023, at 10:00 AM (MST)
Cathedral Pines Lodge
13975 Milam Rd.
Colorado Springs, CO 80908
Or

Please join meeting from your computer, tablet or smartphone.

<https://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.**

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
VACANT	Director	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 June 20, 2023 (enclosure)
- 5. Financial Update**
 - a. Review and consider approval of 2022 Presented Audit (under separate cover) – Braden Hammond
 - b. Review and consider approval of Unaudited Financials through June 30, 2023 (enclosure) – Kevin C
 - c. Review and consider approval of payables through the period ending July 18, 2023 (enclosure) – Kevin C
- 6. Landscaping Issues**
 - a. Wells and Water use discussion – Ecton/ Kevin W.
 - b. Irrigation Project Update - Ecton
 - c. Status of Irrigation Grant - Rebecca
 - d. Electrical Along Median– Ecton

7. Lodge Management Update – Rebecca

- a. Review June Lodge Report - Shalece
- b. Discuss Event Insurance – Rebecca
- c. Discuss Trail Closure for Event - Bill
- d. Frozen Grease Trap Issue – Shalece
- e. Outdoor Speaker Installation Status - Shalece
- f. Thermostat Replacement Status – Kevin C.
- g. Front Planter – Bill
- h. Christmas Lighting Proposals – Bill
- i. Water drainage at Lodge Entry – Bill/ Shalece

8. District Management Matters – Rebecca

- a. Board of Director Email address’ - Rebecca
- b. Milam Road Construction Update – Bill
- c. Discuss Board Member Vacancy - Rebecca
- d. FEMA Claim – Rebecca/ Kevin W

9. Legal Matters

- a. Discuss Water Consultants – Kevin W

10. Other Business

- a. Discuss the reduction of the newsletter to a bi-monthly
- b. Discuss Memorial Benches along trail

11. Public Comment (Items Not on the Agenda Only. Comments are limited to 5 minutes per person and taken in the order in which they appear on the sign-up sheet or if joined virtually in order as they appear on the host screen)

12. Executive Session (§24-6-402(4)(f) C.R.S.)

- a. Driveway/ Access point on 4138 Foxchase Way

13. Adjournment – Next scheduled Board Meeting is August 15, 2023, at 10:00 AM.





**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD JUNE 20, 2023
AT 10:00 A.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, June 20th at 10:00 AM, at Cathedral Pines Lodge, and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Rick Stauch
Kevin Combs

Also in attendance were:

Rebecca Harris, WSDM District Managers
Kevin Walker, WSDM District Manager
Shalece Buchholtz, VenQ

1. Call to Order: President Heeter called the meeting to order at 10:01 AM.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present. Director Espenlaub noted he received a text message from Debbie Perry stating that she is resigning from the Board. The Board discussed that an eligible elector in the District can be appointed to the vacancy on the Board. President Heeter moved to accept Debbie Perry's resignation from the Board pending formal notice given to the Board; seconded by Director Stauch. Motion passed unanimously. There were no additional disclosures made by Board Members.

3. Approval of Agenda: President Heeter suggested scheduling a special meeting for the Code of Conduct discussion. Director Stauch moved to approve the agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of Board Meeting Minutes – Meeting minutes of May 15, 2023, and special meeting minutes of May 26, 2023: After review, Director Stauch moved to approve the Meeting Minutes from May 15, 2023 and May 16, 2023 as written; seconded by Director Combs. Motion passed unanimously.

5. Financial Update

- a. Review and consider approval of Unaudited Financials through May 31, 2023: Ms. Harris presented the Unaudited Financials through May 31, 2023. Ms. Harris noted the 2022 Audit Review will be held at the July Board meeting.
- b. Review and consider approval of payables through the period ending June 20, 2023: Ms. Harris presented the payables through the period ending June 20, 2023. Director Espenlaub inquired about the Kimley-Horn invoice. After the Board reviewed, President Heeter moved to approve the payables with the exception of the Kimley-Horn invoice being addressed on Thursday; seconded by Director Stauch. Motion passed unanimously.

6. Landscaping Issues

- a. Chipping Event Discussion: The Board discussed the Chipping Event.
 - i. Recap of May event: Ms. Harris provided a recap of the May Chipping Event. 31 properties signed up and 2 were initially missed but were picked up. The total cost was \$4,200 for 3.5 days.
 - ii. Schedule Fall Chipping Dates: The Board tentatively scheduled the Fall Chipping event for September 23 – 29.
 - iii. Proposal for Seedling Thinning Event: The Board discussed hosting an informational event for the community combined with the Chipping Event on how to thin seedlings and the importance of it.
 - iv. Reschedule storage shed clean-up Event: The Board tentatively scheduled the storage shed clean-up for Saturday, September 9th.
- b. Discuss the fire cistern at 4455 Foxchase Way: President Heeter will reach out to the fire department to find out if there is an easement for the fire cistern at 4455 Foxchase Way. Mr. Walker noted he found an easement from the County for landscape and irrigation in the road right of ways. The Board determined the Metro District responsibility ends with the cistern and the property owner would be responsible to remove the dead tree.
- c. Discuss the Driveway/ Access point on 4138 Foxchase Way: Ms. Harris discussed the additional driveway/access point that was added for 4120 Foxchase Way that is on District property, addressed 4138 Foxchase way. She confirmed that no permits were pulled prior to the work being done as required by the plat. Ms. Harris recommended that legal counsel send a letter informing the homeowner that the access point must be removed from District property. After Board discussion, President Heeter moved to direct legal counsel to send a letter asking them to correct the violation on District property and County Code. The Board discussed copying the HOA on the letter. The motion was seconded by Director Combs. Motion passed unanimously.
- d. Wells and Water use discussion: Mr. Walker discussed engaging a water engineer to conduct a study to help the Board better understand the well decrees and water uses. The first two proposals received were very expensive so Mr. Walker will pursue additional proposals and options.
- e. Irrigation Project Discussion: The Board discussed the irrigation project. A committee meeting is scheduled this week with 101 Landscaping. The anticipated start date is August 8th.
- f. Status of Irrigation Grant: Ms. Harris reported the second round opens July 1st and the final approval for the \$40,000 was officially approved for the first round.
- g. Electrical Along Median: The Board discussed adding electrical along the medians. They reviewed the included map and agreed for Director Espenlaub to inquire with 101 Landscaping on adding an empty PVC pipe along the median with irrigation being done.
- h. Discuss IGA with El Paso County to Maintain Detention Ponds: Ms. Harris and Mr. Walker explained that El Paso County would like to have an Intergovernmental Agreement (IGA) with the District to maintain the two detention ponds owned by the County. The IGA would designate the District as responsible for maintaining the detention ponds. Mr. Walker expressed concerns with taking on the additional responsibility and liability but noted this is common practice for a District to take over the responsibility. Mr. Walker will request clarification from the County.

7. Lodge Management Update

- a. Review Lodge Management Contract: The Board reviewed the Lodge Management contract.

- After review and discussion, President Heeter moved to approve the revised Lodge Management contract, seconded by Director Espenlaub. Motion passed unanimously.
- b. Review May Lodge Report: Ms. Buchholtz presented the May Lodge Report.
 - c. Overview and Demo of New Lodge Website: The Board reviewed and discussed the new Lodge website.
 - d. Discuss Lodge Contract and Insurance: Ms. Harris discussed that the Lodge Rental Contracts will need renters to provide their own event insurance for outside equipment such as inflatable bounce houses and unlicensed vendors.
 - e. Frozen Grease Trap Issue: The Board discussed the frozen grease trap issue and noted it is ongoing.
 - f. Outdoor Speaker Installation Status: The Board previewed the new outdoor speakers.
 - g. Lodge Furniture Replacement Plan: President Heeter noted they will be looking for additional business-oriented furniture such as a conference table for the Lodge, podium, and linens.
 - h. Review of Lodge Rental Rates: The Board discussed the Lodge rental rates.
 - i. Thermostat Replacement: The Board discussed replacing the thermostat with a Wi-Fi thermostat that can be controlled remotely.
 - j. Parking Lot Striping: The Board discussed the proposal from the parking lot striping company for a reduced rate to rent the Lodge. The Board agreed to allow a rental at the Lodge with a discount for the contractor to re-stripe the parking lot.
 - k. Front Planter: The Board discussed needing a landscape designer for the Lodge's front planter.
 - l. Christmas Lighting Proposals: The Board discussed the Christmas lighting proposals and noted there is a discount for signing up early.
 - m. Quote to Paint Interior Metal Plates/Bolts on Ceiling Beams: The Board discussed the quote to paint the interior metal plates and bolts on ceiling beams but took no action.
 - n. Water drainage at Lodge Entry: Ms. Buchholtz is investigating a solution for the water drainage at Lodge entry.
 - o. Keys and Security Codes: Ms. Harris will provide the Board with a master list of who has keys and security codes at the Lodge and explained she does not have all the security codes for the ADT alarm system.

8. District Management Matters

- a. Board of Director Email addresses: The Board discussed the Board of Director email addresses. The Board agreed to use individual email addresses to avoid confusion. Director Stauch will check into the cost of using the HOA email account.
- b. Milam Road Construction Update: The Board discussed needing to coordinate the irrigation project and the chip sealing on Milam Road.
- c. FEMA Claim: There was no update.

9. Legal Matters

- a. Discuss and Review Proposals to engage Water Consultants: This item was discussed under Agenda item 6,d.
- b. The Board discussed the vacancy on the Board of Directors and created an interview committee of President Heeter and Director Stauch. The Board agreed to an August 1st deadline. Ms. Harris will send an email blast and draft a description of the responsibilities.

10. Public Comment: There was no public comment.

11. Other Business

- a. Draft Board Member Code of Conduct – postpone the discussion.

12. Adjournment: Next scheduled Board Meeting is July 18, 2023, at 10:00 AM. – 2022 Audit Review.
Director Espenlaub moved to adjourn at 12:26 PM; seconded by President Heeter. Motion passed unanimously.

Respectfully Submitted,

By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 20, 2023 MINUTES OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT.



Cathedral Pines Metropolitan District

Balance Sheet

As of June 30, 2023

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
ECB Debt Service Fund	218,555.26
ECB General Fund	
Reserve	50,000.00
ECB General Fund - Other	267,305.06
Total ECB General Fund	317,305.06
MM - CSafe Bond Fund UMB	0.53
Total Checking/Savings	535,860.85
Accounts Receivable	
Accounts Receivable	4,400.01
Total Accounts Receivable	4,400.01
Other Current Assets	
Prop Tax Rec - Debt Svc	87,785.79
Prop Tax Rec - Gnl Fund	87,785.80
Total Other Current Assets	175,571.59
Total Current Assets	715,832.45
Fixed Assets	
Community Center	
Accum Depreciation	-620,795.00
Original Cost	1,328,384.00
Total Community Center	707,589.00
Equipment	
Accum Depreciation	-3,217.00
Equipment - Other	13,922.00
Total Equipment	10,705.00
Parks, Trails & Monument	
Accum Depreciation	-637,121.00
Original Cost	897,354.77
Parks, Trails & Monument - Other	108,800.11
Total Parks, Trails & Monument	369,033.88
Total Fixed Assets	1,087,327.88
TOTAL ASSETS	1,803,160.33
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	48,093.76
Total Accounts Payable	48,093.76
Other Current Liabilities	
Deferred Revenue - Lodge Events	46,137.50
Deferred Prop Tax - DSvc	87,785.79
Deferred Prop Tax - Gnl	87,785.80
Damage Deposits- Lodge Events	750.00
Total Other Current Liabilities	222,459.09
Total Current Liabilities	270,552.85

8:56 AM

07/13/23

Accrual Basis

Cathedral Pines Metropolitan District

Balance Sheet

As of June 30, 2023

	Jun 30, 23
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-103,635.36
Bond Premium 2016 - Other	414,881.70
Total Bond Premium 2016	311,246.34
Bonds Payable 2016 - Other	4,335,000.00
Total Bonds Payable 2016	4,646,246.34
Total Long Term Liabilities	4,646,246.34
Total Liabilities	4,916,799.19
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	201,935.57
Net Income	115,206.36
Total Equity	-3,113,638.86
TOTAL LIABILITIES & EQUITY	1,803,160.33

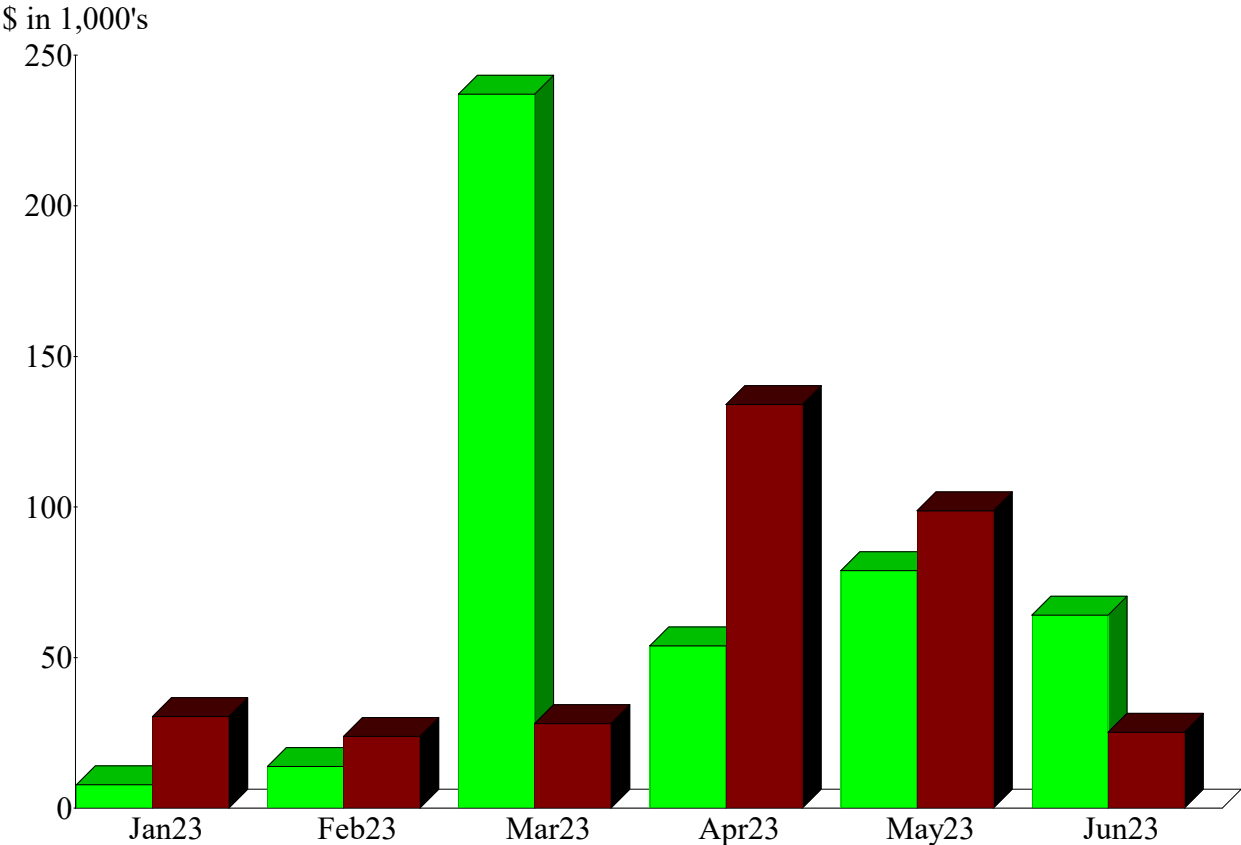
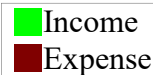
Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January through June 2023

	TOTAL				
	Jun 23	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-100 · GF INCOME					
1-105 · GF Prop Tax Revenue	25,832.32	200,432.20	288,218.00	-87,785.80	69.54%
1-110 · Specific Ownership Taxes	5,024.11	24,019.81	40,351.00	-16,331.19	59.53%
1-115 · Delinquent Tax and Interest	0.00	6.10			
1-117 · Prior Year Tax & Int Abatement	0.00	-327.79			
1-120 · Rental Income - Lodge Events	5,631.70	21,631.70	115,000.00	-93,368.30	18.81%
1-127 · Rental Income - Shed	850.00	5,100.00	10,200.00	-5,100.00	50.0%
1-140 · FEMA Funds	0.00	0.00	20,000.00	-20,000.00	0.0%
Total 1-100 · GF INCOME	37,338.13	250,862.02	473,769.00	-222,906.98	52.95%
2-100 · DS INCOME					
2-115 · Delinquent Tax & Interest	0.00	6.09			
2-105 · DS Prop Tax Revenue	25,832.32	200,432.21	288,218.00	-87,785.79	69.54%
2-130 · DS Interest Income	911.91	4,645.83	1,500.00	3,145.83	309.72%
2-132 · Prior Year Tax & Int Abatement	0.00	-327.78			
Total 2-100 · DS INCOME	26,744.23	204,756.35	289,718.00	-84,961.65	70.67%
Total Income	64,082.36	455,618.37	763,487.00	-307,868.63	59.68%
Gross Profit	64,082.36	455,618.37	763,487.00	-307,868.63	59.68%
Expense					
1-1000 · SERVICES					
1-1005 · Audit	0.00	0.00	9,500.00	-9,500.00	0.0%
1-1010 · Management Expense	6,426.00	38,556.00	50,715.00	-12,159.00	76.03%
1-1015 · Maintenance Management	0.00	1,324.40	30,000.00	-28,675.60	4.42%
1-1012 · Meeting Expense	0.00	717.36	3,000.00	-2,282.64	23.91%
1-1020 · Legal Fees	2,375.00	5,512.50	15,000.00	-9,487.50	36.75%
Total 1-1000 · SERVICES	8,801.00	46,110.26	108,215.00	-62,104.74	42.61%
1-2000 · LODGE					
1-2001 · Lodge Management	3,500.00	14,062.50	34,500.00	-20,437.50	40.76%
1-2005 · Advertising/ Website	1,750.00	6,895.68	5,000.00	1,895.68	137.91%
1-2020 · Event Supplies	0.00	196.81	4,000.00	-3,803.19	4.92%
1-2025 · Cleaning	950.00	3,077.00	4,000.00	-923.00	76.93%
1-2030 · Repairs and Maintenance	113.50	3,455.43	10,000.00	-6,544.57	34.55%
1-2035 · Utilities	124.20	3,734.43	12,000.00	-8,265.57	31.12%
1-2040 · Security	215.75	1,278.90	2,500.00	-1,221.10	51.16%
1-2043 · Capital Improvements - O&M	1,277.12	3,125.10	5,000.00	-1,874.90	62.5%
1-2044 · Landscape Maintenance	900.00	900.00	12,000.00	-11,100.00	7.5%
1-2045 · Snow Removal	0.00	7,460.00	10,000.00	-2,540.00	74.6%
1-2050 · Trash	231.96	792.35	2,500.00	-1,707.65	31.69%
1-2055 · Telephone	204.99	1,229.94	2,500.00	-1,270.06	49.2%
1-4030 · Lodge Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-2000 · LODGE	9,267.52	46,208.14	114,000.00	-67,791.86	40.53%

Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January through June 2023

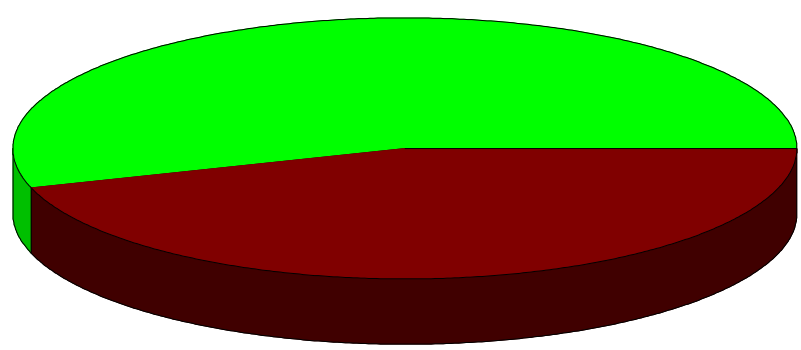
	TOTAL				
	Jun 23	Jan - Jun 23	Budget	\$ Over Budget	% of Budget
1-3000 · GF EXPENSES					
1-3002 · License & Fees	0.00	740.30			
1-3005 · Landscape Maintenance	1,386.13	25,825.11	50,000.00	-24,174.89	51.65%
1-3008 · Landscape Upgrade	0.00	75,062.14	200,000.00	-124,937.86	37.53%
1-3010 · Repair & Maintenance - O&M	1,216.76	2,484.74	30,000.00	-27,515.26	8.28%
1-3015 · Snow Removal - O&M	0.00	7,635.00	10,000.00	-2,365.00	76.35%
1-3020 · Utilities - O&M	3,436.85	6,321.02	15,000.00	-8,678.98	42.14%
1-3025 · Infrastructure Replacement	0.00	0.00	10,000.00	-10,000.00	0.0%
1-3030 · Election	337.50	16,554.85	25,000.00	-8,445.15	66.22%
1-3035 · GF - Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
1-3000 · GF EXPENSES - Other	0.00	250.00			
Total 1-3000 · GF EXPENSES	6,377.24	134,873.16	350,000.00	-215,126.84	38.54%
1-4000 · OTHER					
1-4010 · Insurance/ Fees	0.00	0.00	12,500.00	-12,500.00	0.0%
1-4015 · Office Expenses	0.00	532.28	1,500.00	-967.72	35.49%
1-4020 · Collection Fee GF(Treasurer)	387.48	3,006.59	4,323.27	-1,316.68	69.54%
Total 1-4000 · OTHER	387.48	3,538.87	18,323.27	-14,784.40	19.31%
2-1000 · DS EXPENSES					
2-1005 · Trustee Fees	0.00	0.00	800.00	-800.00	0.0%
2-1010 · Collection Fee DS (Treasurer)	387.49	3,006.58	4,323.00	-1,316.42	69.55%
2-1015 · Bond Principal Pmts	0.00	0.00	75,000.00	-75,000.00	0.0%
2-1030 · Interest Expense DS	0.00	106,675.00	213,350.00	-106,675.00	50.0%
2-1035 · DS - Contingency	0.00	0.00	5,000.00	-5,000.00	0.0%
Total 2-1000 · DS EXPENSES	387.49	109,681.58	298,473.00	-188,791.42	36.75%
Total Expense	25,220.73	340,412.01	889,011.27	-548,599.26	38.29%
Net Ordinary Income	38,861.63	115,206.36	-125,524.27	240,730.63	-91.78%
Net Income	38,861.63	115,206.36	-125,524.27	240,730.63	-91.78%

Income and Expense by Month
January through June 2023



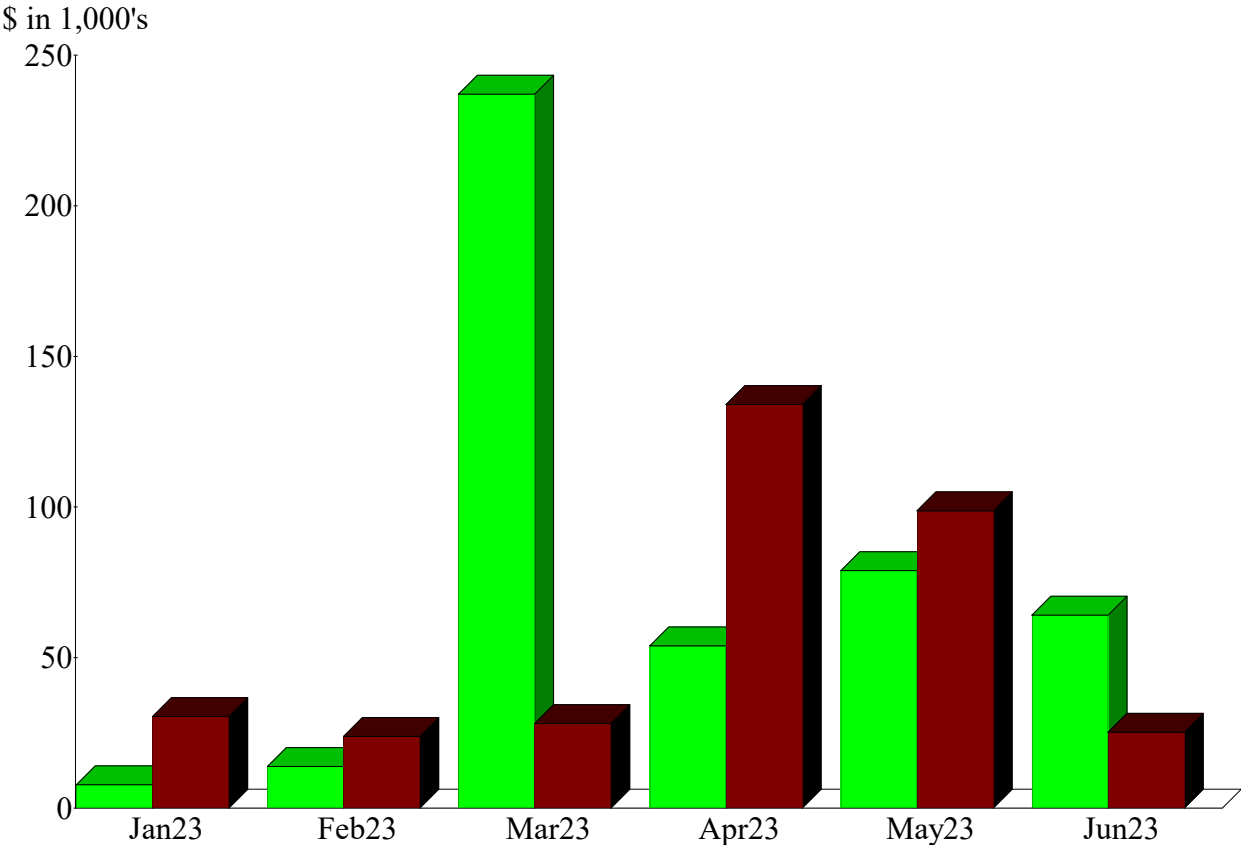
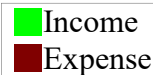
Income Summary
January through June 2023

1-100 · GF INCOME	55.06%
2-100 · DS INCOME	44.94
Total	\$455,618.37



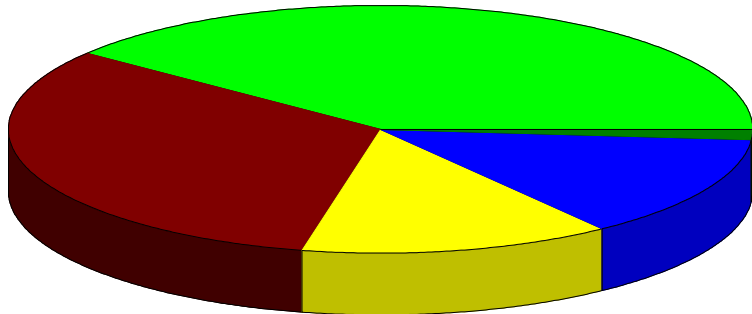
By Account

Income and Expense by Month
January through June 2023



Expense Summary
January through June 2023

1-3000 · GF EXPENSES	39.62%
2-1000 · DS EXPENSES	32.22
1-2000 · LODGE	13.57
1-1000 · SERVICES	13.55
1-4000 · OTHER	1.04
Total	\$340,412.01



By Account



Cathedral Pines Metropolitan District

PAYMENT REQUEST

7/18/2023

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
A Cut Above Tree Service	28360	6/30/2023	1,175.80	
A Cut Above Tree Service	28428	6/7/2023	900.00	
A Cut Above Tree Service	28744	7/4/2023	3,329.83	
Barnhart Pump Co	28582	6/20/2023	210.33	
Black Hills Energy	70523	7/5/2023	100.96	
Ecton Espelaub	63023	6/30/2023	1,330.26	Lodge Arch, Sand Bags, Trails
EE Cleaning	10033	6/5/2023	380.00	
EE Cleaning	10174	6/30/2023	570.00	
J&E Electric	2/2/4634	7/10/2023	310.00	
Mountain View Electric	360501	6/21/2023	349.65	Utilities - O&M
Mountain View Electric	360601	6/21/2023	2,283.38	Utilities - O&M
Mountain View Electric	404701	6/21/2023	52.10	Utilities - O&M
Mountain View Electric	103045401	6/21/2023	36.96	Utilities - O&M
Mountain View Electric	103047401	6/21/2023	34.00	Utilities - O&M
Mountain View Electric	103051401	6/21/2023	36.48	Utilities - O&M
Mountain View Electric	103051901	6/21/2023	34.35	Utilities - O&M
Mountain View Electric	103161601	6/21/2023	35.42	Utilities - O&M
Mountain View Electric	103162001	6/21/2023	41.93	Utilities - O&M
Mountain View Electric	103470400	6/21/2023	35.00	Utilities - O&M
Mountain View Electric	103470800	6/21/2023	45.00	Utilities - O&M
Mountain View Electric	103484500	6/21/2023	37.00	Utilities - O&M
Mountain View Electric	103043401	6/21/2023	415.58	Utilities - Lodge
Shalece Buchholtz	70123	7/1/2023	3,500.00	Paid 7/3 Through bill.com
Stratus IQ	70123	7/1/2023	204.99	
The Gardner Law Office	10209	7/5/2023	1,375.00	
TWM	70123	7/1/2023	1,750.00	
WSDM District Managers	7474	6/30/2023	6,426.00	
William Heeter	3/1/2068	6/14/2023	1,277.12	Combo Cart for Chairs & Tables, 4 pack Rectangular Tables
TOTAL			26,277.14	

TOTAL \$ 26,277.14

Director _____