

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



Tuesday, August 15, 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 July 18, 2023 (enclosure)
- 5. Financial Update**
  - a. Review and consider approval of Unaudited Financials through July 31, 2023 (enclosure) – Kevin C
  - b. Review and consider approval of payables through the period ending August 15, 2023 (enclosure) – Kevin C
  - c. Review and consider modification of Board of Director Spending Limits – Bill/Kevin C
  - d. Budget Planning for 2024
- 6. Landscaping Issues**
  - a. Turn over to Rick – Completed
  - b. Wells and Water use discussion – Ecton/ Kevin W.
  - c. Irrigation Project Update - Ecton
  - d. Status of Irrigation Grant - Rebecca

- e. Storage Shed clean-up – Tentatively scheduled for September 9<sup>th</sup> - Bill
- f. Seedling Thinning Event – Tentatively scheduled for September 16<sup>th</sup> - Bill
- g. Fall Chipping Event – Tentatively scheduled for September 23<sup>rd</sup> – 29<sup>th</sup> - Bill
- h. Updated for memorial benches along the trail – Bill
- i. Update on Dog Waste Stations - Bill

**7. Lodge Management Update**

- a. Review July Lodge Report - Shalece
- b. Continue the discussion on Event Insurance – Rebecca
- c. Grease Trap Code Issue – Shalece/ Laura
- d. Water drainage at Lodge Entry – Bill/ Shalece
- e. Furniture replacement for Lodge Conference Rooms – Bill
- f. Furniture update - Bill
- g. Review videos for the website – Shalece
- h. Proposed Additional to Rental Agreement – Bill
  - i. Request for Petting Zoo
- i. Condition of Exterior Wood Entrance - Bill

**8. District Management Matters – Rebecca**

- a. Milam Road Construction Update – Bill
- b. Status of Board Vacancy - Bill

**9. Legal Matters**

**10. Other Business**

**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)(b) C.R.S.)**

- a. Discuss the FEMA determination letter

**13. Adjournment** – Next scheduled Board Meeting is September 19, 2023, at 10:00 AM.





**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD JULY 18, 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, July 18<sup>th</sup> 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  
Laura Gardner, Gardner Law Firm  
Shalece Buchholtz, VenQ  
Braden Hammond, BiggsKofford  
Travis Mark, TWM

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. There were no additional disclosures made by Board Members.
3. Approval of Agenda: President Heeter requested the Board discuss Lodge Management Update after the Financial Update. Director Stauch requested the following additions: follow-up discussion on the IGA with the County regarding detention ponds under District Management Matters, Dog Waste Stations on the Trail under Other Business, and Wi-Fi and Access Policy discussion under Lodge Management Update. Director Combs moved to approve the Agenda as amended; seconded by Director Stauch. Motion passed unanimously.
4. Approval of Board Meeting Minutes – June 20, 2023: President Heeter noted that there were a few discussion items that did not have Board action and the Board agreed there needs to be formal action plan to these discussion items. After review, Director Stauch moved to approve the June 20, 2023 Meeting Minutes; seconded by Director Combs. Motion passed unanimously.
5. Financial Update
  - a. Review and consider approval of 2022 Presented Audit: Mr. Hammond with BiggsKofford presented the 2022 Audit. Mr. Hammond noted they are expecting to issue a clean opinion which is the highest level of assurance they can provide on financial statements. Mr. Hammond explained that 90% of BiggsKofford clients that are small districts and entities have the comments regarding segregation of duties and internal controls due to the small size.

There is no evidence that either of these items have caused a problem, and if so, it would have to be reported. After review, Director Stauch moved to approve the 2022 Audit as presented; seconded by Director Combs. Motion passed unanimously.

- b. Review and consider approval of Unaudited Financials through June 30, 2023: Ms. Harris presented the Unaudited Financials through June 30, 2023. Mrs. Harris discussed the Boards Cash position and highlighted the Income Statement in comparison to the Budget and lines items to be aware of, like snow removal. Overall the expenses are under budget. After review, President Heeter moved to approve the June 30, 2023 Unaudited Financials as presented; seconded by Director Combs. Motion passed unanimously.
- c. Review and consider approval of Payables through the period ending July 18, 2023: Ms. Harris presented the Payables through the period ending July 18, 2023. The Board discussed A Cut Above watering costs, and requested clarification on which trees are being hand watered. The Board agreed to discuss the Lodge Management Update next and come back to this item. After discussion, Director Espenlaub moved to put Black Hills Energy on autopay; seconded by Director Stauch. Motion passed unanimously. The Board discussed the vacancy on the Board and Ms. Gardner confirmed that a Board resignation must be submitted in writing to be official. The Board discussed paying the Lodge Manager, Ms. Buchholtz, by the 1<sup>st</sup> of the month moving forward, and implemented plans to do so. After review, Director Espenlaub moved to approve the Payables through the period ending July 18, 2023 with the addition of the 101 Landscaping invoice; seconded by Director Stauch. Motion passed unanimously.

#### 6. Lodge Management Update

- a. Review June Lodge Report: Ms. Buchholtz provided an update on Lodge Management. There were 16 scheduled tours for the month, and 3 confirmed bookings. Mr. Mark provided a report on the analytics of the Lodge at Cathedral Pines' website. He noted the average time spent on the page is 15 minutes which is very high and indicates the content is engaging. The Board discussed looking at the data moving forward to determine if the money spent on the website and marketing is leading to more bookings.
- b. Discuss Event Insurance: Ms. Harris and the Board discussed the option of requiring event insurance from renters for any equipment that is not provided by an insured vendor such as bounce houses or alcohol. Ms. Gardner noted that she would recommend requiring event insurance so that liabilities are put onto the renter and removed from the District. The insurance company also recommends requiring event insurance. Ms. Gardner will further investigate this issue and report back to the Board. The Board also discussed whether residents should be required to provide renters' insurance, but no decision was made.
- c. Discuss Trail Closure for Event: The Board discussed the request to close the trail for a wedding ceremony and establishing a policy for the future. The Board discussed the importance of communicating to renters that this is a community and residents will be utilizing the trails and surrounding area and made the decision not to close the trails for future events but to post signs during events informing those using the trails that a ceremony is in progress and their discretion is appreciated.
- d. Frozen Grease Trap Issue: The Board discussed the frozen grease trap and the issue regarding commercial buildings being required to have a grease trap. The Board discussed that there is no commercial kitchen, and a grease trap shouldn't be required. Out of the two quotes the Board has received they have decided to continue for other cost efficient options. The Board requested a legal opinion from Ms. Gardner on this issue and the grease trap code requirement.
- e. Outdoor Speaker Installation Status: There was no discussion.

- f. Thermostat Replacement Status: The Board discussed that the thermostats were replaced and Director Espenlaub set up the WiFi capabilities to make utility cost more efficient to control the thermostat when the building is not in use.
- g. Front Planter: President Heeter reported that 101 Landscaping will provide a proposal for a design plan for the front planter.
- h. Christmas Lighting Proposals: The Board discussed the Christmas lighting proposals, that were solicited by President Heeter. Director Stauch moved to research and get a formal proposal not to exceed \$5,000; seconded by Director Combs. The Board discussed that if it is under \$5,000, then proceed. Motion passed unanimously.
- i. Water drainage at Lodge Entry: The Board briefly discussed the mud jacking issue that is being worked on.
- j. Wi-Fi and Access Policy Discussion: The Board discussed the Wi-Fi at the Lodge and ultimately decided to remove the password for the guest account and create a separate secure account for ADT and thermostats. Ms. Buchholtz will contact Geek Squad for assistance.
- k. ADT Security Discussion: Director Stauch reviewed the ADT security code users list. He recommended modifying the list and having each user be identified by name and the Board agreed. The Board discussed establishing a process for security codes and keys when someone leaves.

## 7. Landscaping Issues

- a. Wells and Water Use Discussion: Director Espenlaub noted they may need a new water meter for Milam. Director Espenlaub discussed an issue with water coming out of a drip line connection.
- b. Irrigation Project Update: The Board discussed the irrigation project update. The Board discussed the additional landscaping along Milam and a design plan for the whole median. The Board also discussed that any changes to the contract will require a change order.
- c. Status of Irrigation Grant: Ms. Harris reported that the application for the second round of grant funds was submitted. Two invoices will be submitted for reimbursement from the first round of grant funds.
- d. Electrical Along Median: Director Espenlaub explained that he is coordinating with 101 Landscaping to get PVC pipe laid down when the irrigation goes in for the future potential electrical, if the a future board decides to.

## 8. District Management Matters

- a. Board of Director Email Addresses: Ms. Harris reported the individual email address accounts were set up. Director Stauch discussed the two emails needed for ADT and the barn.
- b. Milam Road Construction Update: President Heeter reported the tentative start date for construction is the second week of August. He is still waiting to hear back on the starting location for construction.
- c. Discuss Board Member Vacancy: Ms. Harris reported she sent an email blast advertising the Board vacancy and for applicants to apply by August 1, but has not heard back from anyone expressing interest yet. The vacancy is also posted on the District's website, will be included in the Newsletter, and posted on the community Bulletin Board.
- d. FEMA Claim: Ms. Harris reported that FEMA sent a determination letter that is a summary of their findings. Ms. Harris reached back out to FEMA for clarification on the amount that is still owed.
- e. Follow-up discussion on the IGA with County regarding detention ponds: Ms. Harris reported she has not been given an update from the County regarding the location of the detention ponds.

#### 9. Legal Matters

- a. Discuss Water Consultants: Mr. Walker reported the water consultant proposals were very expensive, so he is going to research additional cost-effective options.

#### 10. Other Business

- a. Discuss the reduction of the newsletter to a bi-monthly: President Heeter proposed sending the newsletter every other month after discussion the Board agreed.
- b. Discuss Memorial Benches Along Trail: The Board discussed adding memorial benches along the community trail to be paid for by interested residents. The estimated cost would be \$1000 each. Board discussed continuing r0
- c. research on this topic before any recommendation is made to the Board.
- d. Dog Waste Stations Along Trail: The Board discussed dog waste stations along the trail. The estimated cost is \$500 each. Ms. Harris noted that landscaping companies usually provide a service to empty the waste. The Board agreed to survey the community during the annual meeting to see if there is interest in memorial benches and dog waste stations.

#### 11. Public Comment: There was no public comment.

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

- a. Director Espenlaub moved to enter into Executive Session pursuant to (§24-6-402(4)(b) C.R.S.) to receive legal advice on the driveway/access point on 4138 Foxchase Way and FEMA's determination letter received; seconded by Director Stauch. Motion passed unanimously at 12:45 pm. Director Stauch moved to adjourn the executive session pursuant to (§24-6-402(4)(b) C.R.S.), and no additional discussion or decision was made; seconded by President Heeter. Motion passed unanimously.

#### 13. Adjournment: Next scheduled Board Meeting is August 15, 2023, at 10:00 AM. Director Espenlaub moved to adjourn the meeting at 1:00 PM; seconded by Director Stauch. Motion passed unanimously.

Respectfully Submitted,

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By: Rebecca Harris, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 18, 2023 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.





# Cathedral Pines Metropolitan District

## Balance Sheet

As of July 31, 2023

	Jul 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
ECB Debt Service Fund	298,828.54
ECB General Fund	
Reserve	50,000.00
ECB General Fund - Other	268,640.63
<b>Total ECB General Fund</b>	318,640.63
MM - CSAFE Bond Fund UMB	0.53
<b>Total Checking/Savings</b>	617,469.70
Accounts Receivable	
Accounts Receivable	3,550.01
<b>Total Accounts Receivable</b>	3,550.01
<b>Other Current Assets</b>	
Prop Tax Rec - Debt Svc	7,845.54
Prop Tax Rec - Gnl Fund	7,845.55
12000 - Undeposited Funds	250.00
<b>Total Other Current Assets</b>	15,941.09
<b>Total Current Assets</b>	636,960.80
<b>Fixed Assets</b>	
Community Center	
Accum Depreciation	-666,235.00
Original Cost	431,029.00
<b>Total Community Center</b>	-235,206.00
Equipment	
Accum Depreciation	-2,401.00
Equipment - Other	13,922.00
<b>Total Equipment</b>	11,521.00
Parks, Trails & Monument	
Accum Depreciation	-687,633.00
Original Cost	897,354.77
Parks, Trails & Monument - Other	1,006,155.11
<b>Total Parks, Trails &amp; Monument</b>	1,215,876.88
<b>Total Fixed Assets</b>	992,191.88
<b>TOTAL ASSETS</b>	<b>1,629,152.68</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable (A/P)	51,119.73
<b>Total Accounts Payable</b>	51,119.73
<b>Other Current Liabilities</b>	
Accrued Interest - DSvc	17,779.00
Deferred Revenue - Lodge Events	18,274.50
Deferred Prop Tax - DSvc	7,845.54
Deferred Prop Tax - Gnl	7,845.55
Damage Deposits- Lodge Events	750.00
<b>Total Other Current Liabilities</b>	52,494.59
<b>Total Current Liabilities</b>	103,614.32

1:17 PM

08/09/23

Accrual Basis

**Cathedral Pines Metropolitan District**  
**Balance Sheet**  
As of July 31, 2023

	Jul 31, 23
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-122,598.36
Bond Premium 2016 - Other	414,881.70
Total Bond Premium 2016	292,283.34
Bonds Payable 2016 - Other	4,335,000.00
Total Bonds Payable 2016	4,627,283.34
Total Long Term Liabilities	4,627,283.34
Total Liabilities	4,730,897.66
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	128,371.57
Net Income	200,664.24
Total Equity	-3,101,744.98
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,629,152.68</b>

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

	TOTAL				
	Jul 23	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-100 · GF INCOME					
1-105 · GF Prop Tax Revenue	79,940.25	280,372.45	288,218.00	-7,845.55	97.28%
1-110 · Specific Ownership Taxes	5,093.54	29,113.35	40,351.00	-11,237.65	72.15%
1-115 · Delinquent Tax and Interest	58.91	65.01			
1-117 · Prior Year Tax & Int Abatement	0.00	-327.79			
1-120 · Rental Income - Lodge Events	16,775.75	38,407.45	115,000.00	-76,592.55	33.4%
1-127 · Rental Income - Shed	0.00	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	101,868.45	352,730.47	473,769.00	-121,038.53	74.45%
2-100 · DS INCOME					
2-116 · Delinquent Tax & Interest	58.90	58.90			
2-115 · Delinquent Tax & Interest	0.00	6.09			
2-105 · DS Prop Tax Revenue	79,940.25	280,372.46	288,218.00	-7,845.54	97.28%
2-130 · DS Interest Income	1,474.12	6,119.95	1,500.00	4,619.95	408.0%
2-132 · Prior Year Tax & Int Abatement	0.00	-327.78			
Total 2-100 · DS INCOME	81,473.27	286,229.62	289,718.00	-3,488.38	98.8%
Total Income	183,341.72	638,960.09	763,487.00	-124,526.91	83.69%
Expense					
1-1000 · SERVICES					
1-1005 · Audit	9,325.00	9,325.00	9,500.00	-175.00	98.16%
1-1010 · Management Expense	6,217.50	44,773.50	50,715.00	-5,941.50	88.29%
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	1,375.00	6,887.50	15,000.00	-8,112.50	45.92%
Total 1-1000 · SERVICES	16,917.50	63,027.76	108,215.00	-45,187.24	58.24%
1-2000 · LODGE					
1-2001 · Lodge Management	3,500.00	17,562.50	34,500.00	-16,937.50	50.91%
1-2005 · Advertising/ Website	1,750.00	8,645.68	5,000.00	3,645.68	172.91%
1-2020 · Event Supplies	0.00	196.81	4,000.00	-3,803.19	4.92%
1-2025 · Cleaning	380.00	3,457.00	4,000.00	-543.00	86.43%
1-2030 · Repairs and Maintenance	2,177.65	5,633.08	10,000.00	-4,366.92	56.33%
1-2035 · Utilities	533.18	4,267.61	12,000.00	-7,732.39	35.56%
1-2040 · Security	215.75	1,494.65	2,500.00	-1,005.35	59.79%
1-2043 · Capital Improvements - O&M	0.00	3,125.10	5,000.00	-1,874.90	62.5%
1-2044 · Landscape Maintenance	0.00	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	0.00	792.35	2,500.00	-1,707.65	31.69%
1-2055 · Telephone	204.99	1,434.93	2,500.00	-1,065.07	57.4%
1-4030 · Lodge Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-2000 · LODGE	8,761.57	54,969.71	114,000.00	-59,030.29	48.22%

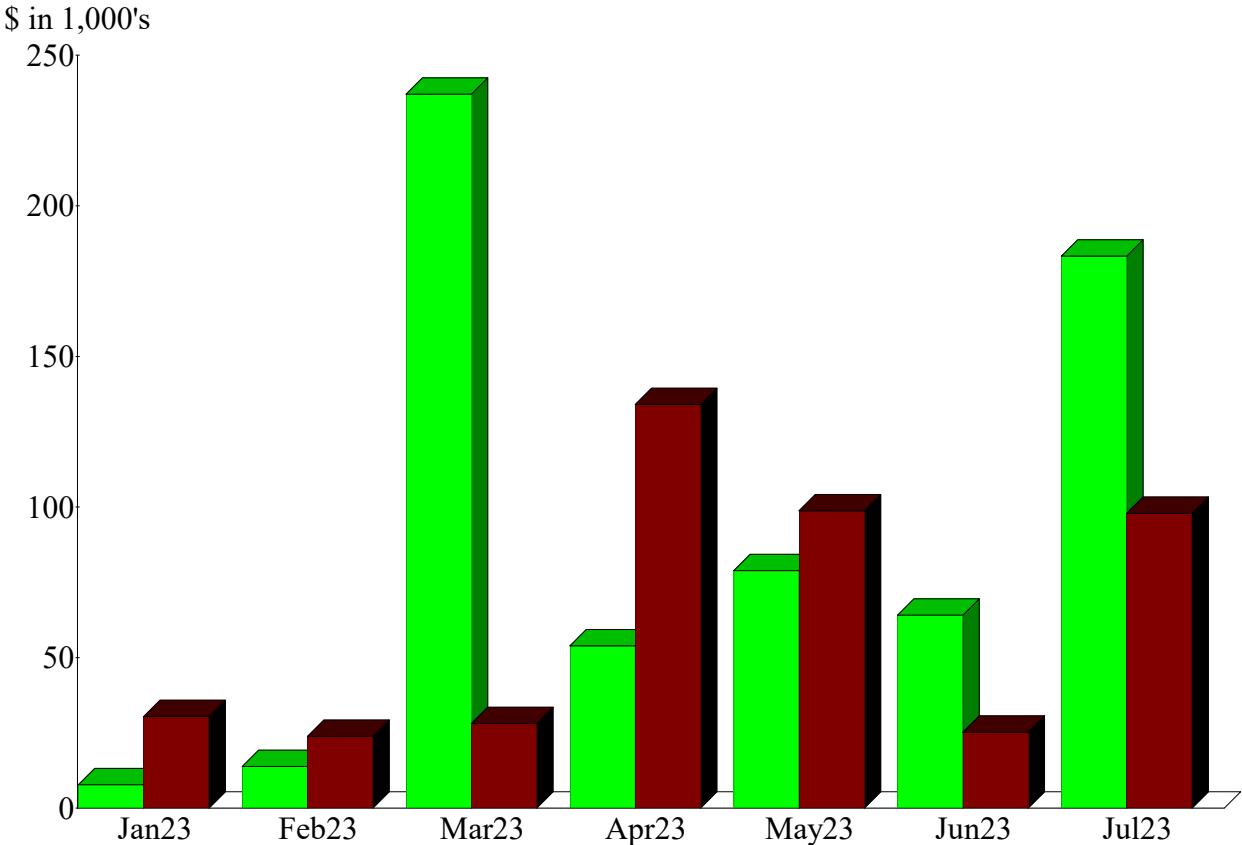
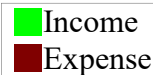
# Cathedral Pines Metropolitan District

## Profit & Loss Budget vs. Actual

January through July 2023

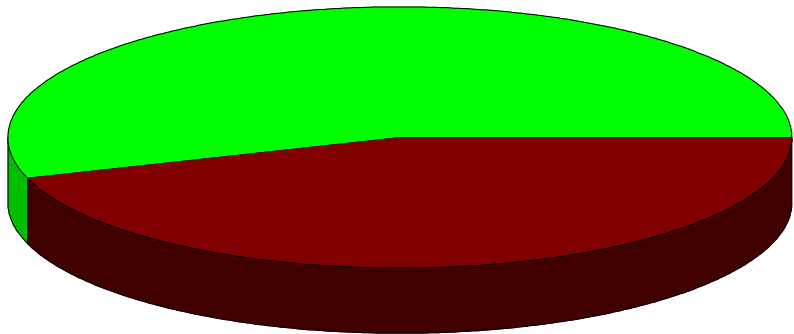
	TOTAL				
	Jul 23	Jan - Jul 23	Budget	\$ Over Budget	% of Budget
<b>1-3000 · GF EXPENSES</b>					
1-3002 · License & Fees	0.00	740.30			
1-3005 · Landscape Maintenance	3,329.83	29,154.94	50,000.00	-20,845.06	58.31%
1-3008 · Landscape Upgrade	62,400.00	137,462.14	200,000.00	-62,537.86	68.73%
1-3010 · Repair & Maintenance - O&M	501.63	2,986.37	30,000.00	-27,013.63	9.96%
1-3015 · Snow Removal - O&M	0.00	7,635.00	10,000.00	-2,365.00	76.35%
1-3020 · Utilities - O&M	3,122.33	9,443.35	15,000.00	-5,556.65	62.96%
1-3025 · Infrastructure Replacement	0.00	0.00	10,000.00	-10,000.00	0.0%
1-3030 · Election	0.00	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			
<b>Total 1-3000 · GF EXPENSES</b>	<b>69,353.79</b>	<b>204,226.95</b>	<b>350,000.00</b>	<b>-145,773.05</b>	<b>58.35%</b>
<b>1-4000 · OTHER</b>					
1-4010 · Insurance/ Fees	0.00	0.00	12,500.00	-12,500.00	0.0%
1-4015 · Office Expenses	51.00	583.28	1,500.00	-916.72	38.89%
1-4020 · Collection Fee GF(Treasurer)	1,199.99	4,206.58	4,323.27	-116.69	97.3%
<b>Total 1-4000 · OTHER</b>	<b>1,250.99</b>	<b>4,789.86</b>	<b>18,323.27</b>	<b>-13,533.41</b>	<b>26.14%</b>
<b>2-1000 · DS EXPENSES</b>					
2-1005 · Trustee Fees	400.00	400.00	800.00	-400.00	50.0%
2-1010 · Collection Fee DS (Treasurer)	1,199.99	4,206.57	4,323.00	-116.43	97.31%
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%
<b>Total 2-1000 · DS EXPENSES</b>	<b>1,599.99</b>	<b>111,281.57</b>	<b>298,473.00</b>	<b>-187,191.43</b>	<b>37.28%</b>
<b>Total Expense</b>	<b>97,883.84</b>	<b>438,295.85</b>	<b>889,011.27</b>	<b>-450,715.42</b>	<b>49.3%</b>
<b>Net Ordinary Income</b>	<b>85,457.88</b>	<b>200,664.24</b>	<b>-125,524.27</b>	<b>326,188.51</b>	<b>-159.86%</b>
<b>Net Income</b>	<b>85,457.88</b>	<b>200,664.24</b>	<b>-125,524.27</b>	<b>326,188.51</b>	<b>-159.86%</b>

Income and Expense by Month  
January through July 2023



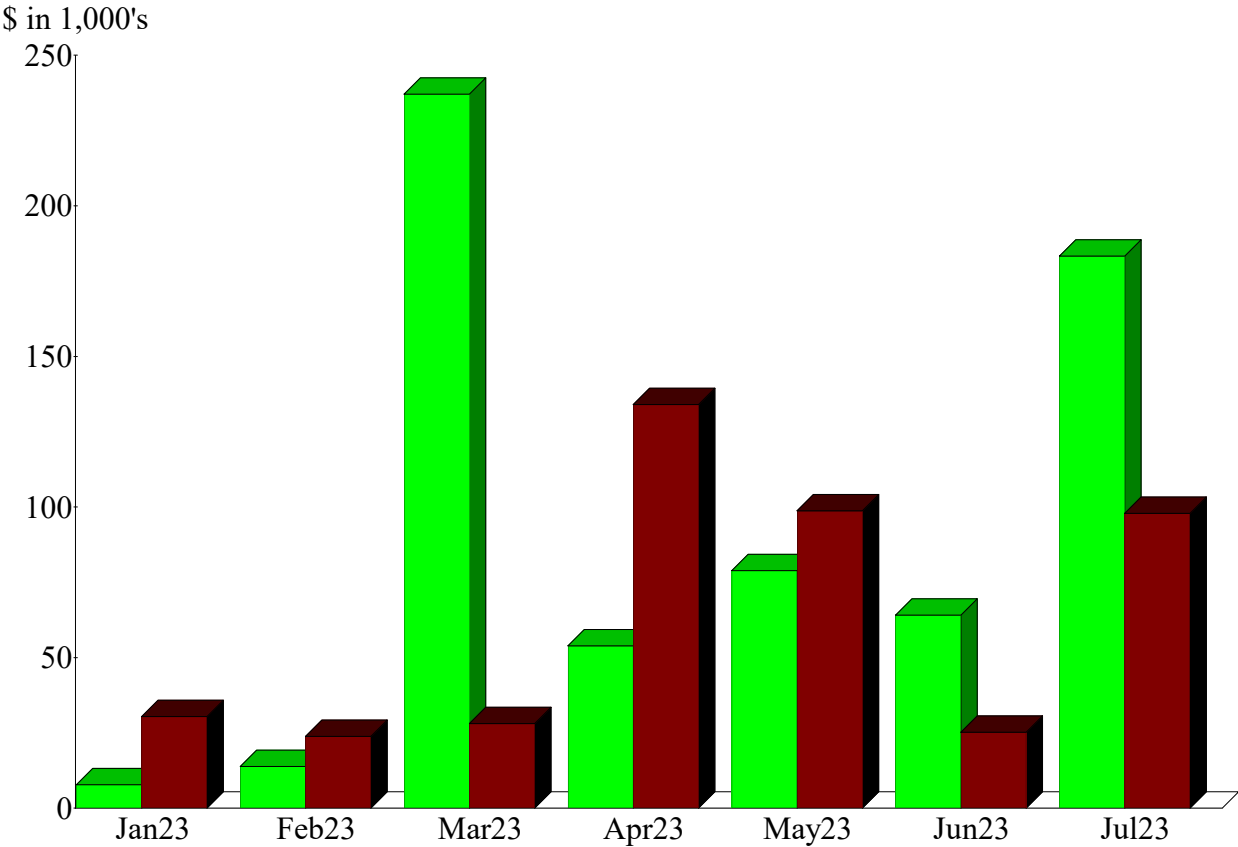
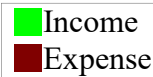
Income Summary  
January through July 2023

1-100 · GF INCOME	55.20%
2-100 · DS INCOME	44.80
Total	\$638,960.09



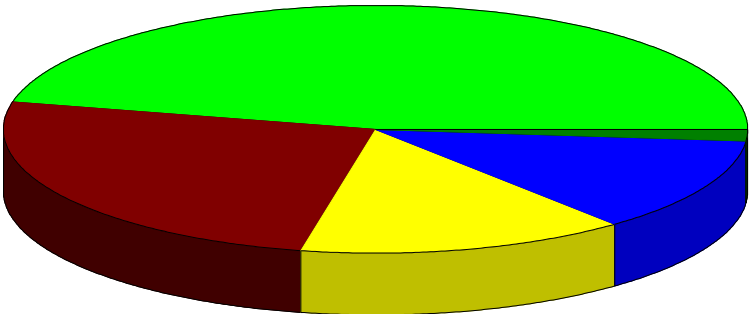
By Account

Income and Expense by Month  
January through July 2023



Expense Summary  
January through July 2023

1-3000 · GF EXPENSES	46.60%
2-1000 · DS EXPENSES	25.39
1-1000 · SERVICES	14.38
1-2000 · LODGE	12.54
1-4000 · OTHER	1.09
Total	\$438,295.85



By Account



# Cathedral Pines Metropolitan District

## PAYMENT REQUEST

8/15/2023

### GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Barnhart Pump Co	21392	7/26/2023	1,114.71	
Biggs Kofford	111996	7/24/2023	9,325.00	
Black Hills Energy	80423	8/4/2023	29.21	Auto Pay Beginning Next Mth
Ecton Espelaub	71523	7/15/2023	21.63	Sprinkler Nodes
EE Cleaning	10349	7/31/2023	380.00	
Fountain Vailley Mechanical	71548	8/2/2023	401.45	
J&E Electric	2/4/4634	7/26/2023	170.00	
Kevin Combs	113-8247023-8391457	7/8/2023	567.94	3 Smart Color Thermostat
Kimley Horm	196305000-1022	10/31/2022	7,675.30	Prior Bills - Never Paid
Kimley Horn	196305000-0423	4/30/2023	11,767.81	Prior Bills - Never Paid
Magnolia Audio Video	BV4AKX-0	7/21/2023	150.00	
Mr Electric	18166439	7/14/2023	345.00	
Mountain View Electric	360501	7/19/2023	285.89	Utilities - O&M
Mountain View Electric	360601	7/19/2023	2,441.99	Utilities - O&M
Mountain View Electric	404701	7/19/2023	47.25	Utilities - O&M
Mountain View Electric	103045401	7/19/2023	36.72	Utilities - O&M
Mountain View Electric	103047401	7/19/2023	34.12	Utilities - O&M
Mountain View Electric	103051401	7/19/2023	36.37	Utilities - O&M
Mountain View Electric	103051901	7/19/2023	34.24	Utilities - O&M
Mountain View Electric	103161601	7/19/2023	35.30	Utilities - O&M
Mountain View Electric	103162001	7/19/2023	41.45	Utilities - O&M
Mountain View Electric	103470400	7/19/2023	35.00	Utilities - O&M
Mountain View Electric	103470800	7/19/2023	60.00	Utilities - O&M
Mountain View Electric	103484500	7/19/2023	34.00	Utilities - O&M
Mountain View Electric	103043401	7/19/2023	432.22	Utilities - Lodge
Shalece Buchholtz	80123	8/1/2023	3,500.00	Paid 8/1 Through bill.com
Stratus IQ	80123	8/1/2023	204.99	
TWM	106745	8/1/2023	1,750.00	
UMB	953703	9/17/2023	400.00	
Waste Connection	4761288V315	8/1/2023	514.11	
WSDM District Managers	7606	7/31/2023	6,268.50	
<b>TOTAL</b>			<b>48,140.20</b>	

**TOTAL \$ 48,140.20**

Director \_\_\_\_\_





# thepark AND FACILITIES C A T A L O G


Highland Products Group/The Park Catalog  
931 Village Blvd Ste 905-354  
West Palm Beach, FL 33409  
Phone : 561-620-7878  
Email : sales@theparkcatalog.com

Bill to:  
William Heether  
Cathedral Pines Metro District  
13977 Milam Road  
Colorado Springs, Colorado, 80908  
United States  
T: NEED

Ship to:  
William Heether  
Cathedral Pines Metro District  
13977 Milam Road  
Colorado Springs, Colorado, 80908  
United States  
T: NEED

Quote Proposal Q23.78005  
Date of Proposal Aug 1, 2023  
Proposal valid until Aug 31, 2023 ( 30 days )  
Sales Rep: Alaina Loiseau  
Alaina.Loiseau@theparkcatalog.com

This quote comes with our BEST PRICE GUARANTEE! If we are not your lowest delivered quote for equivalent product, we will BEAT it!  
(Exclusions may apply)

Product image	Product name	Item #	QTY	Price	Your Price	Discount	Subtotal
	Decorative Park and Garden Bench Size 74Lx22Wx35H Color Brown Derby	154-1654-862358	4	\$1,594.00	\$1,400.00	\$776.00	\$5,600.00

EST LEAD TIME TO SHIP IS 6-8 WEEKS PLUS TRANSIT;  
FREIGHT INCLUDES CALL BEFORE DELIVERY ONLY;  
ADDDL CHARGES APPLY IF LIFTGATE/OFFLOADING SERVICE IS REQUIRED;  
QUOTE VALID FOR 30 DAYS ONLY;  
ONCE QUOTE EXPIRES, IT WILL BE SUBJECT TO ANY PRICE/FREIGHT RATE CHANGES  
AND MUST BE UPDATED PRIOR TO PURCHASE

**Total Discount** \$776.00  
**Subtotal** \$5,600.00  
**Shipping & Handling (Excl. Tax)** \$791.17  
**Tax** \$0.00  
**Grand Total** \$6,391.17

- THIS QUOTE COMES WITH A BEST PRICE GUARANTEE -

## TERMS & CONDITIONS

### SHIPPING:

All merchandise is sold F.O.B. Deliveries are made during normal business hours, 8am - 4pm Monday - Friday. Unless otherwise noted, shipping charges include standard delivery only. Standard shipping charges are for Tailgate delivery to any commercial location on a commercial truck route; the truck driver is under no obligation to help you unload. If you are unable to accept a shipment via this method, you must purchase additional services.

- Additional Services - Residential Delivery, Limited Access Delivery, Construction Site Delivery, Liftgate Service, Inside Delivery, Notify Before Delivery.
- Service Discrepancies - If there is a discrepancy in the services requested and the minimum services required to deliver the product, The Park Catalog reserves the right to charge the customer for any necessary additional services provided at the time of delivery.
- Inspection of Shipments - It is the customer's responsibility to inspect all deliveries for possible damage, correct quantities and to note any discrepancies on the freight bill PRIOR to signing the delivery receipt provided by the driver. All claims MUST be recorded on the delivery receipt and reported within 48 hours of delivery. The Park Catalog does NOT GUARANTEE replacement parts or products FREE of charge due to concealed or unreported damages.
- Assembly May Be Required - Many of our products are shipped unassembled in order to minimize damage and lower freight charges.

### CANCELLATIONS:

All cancellations must be done prior to shipping. Made-to-Order items already in production may not be cancelled.

### RETURNS:

We will accept returns of unused products, up to 30 days from the shipping date, subject to ALL of the following terms and conditions:

- Approval - Written approval and instructions must be issued by our Customer Service Department before any merchandise can be returned.
- Shipping Returns - All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.
- Re-Stocking & Shipping Fees - The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.
- Web-Orders - For online orders, The Park Catalog is not responsible if the customer orders incorrect product or colors. All return and restock fees apply.
- Made-to-Order or Personalized - These items are not returnable unless a defect in manufacturing is presented to us with pictures prior to return.
- Force Majeure: No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal please Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_