

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



Tuesday, August 20, 2024, at 9:00 AM (MST)  
Cathedral Pines Lodge  
13975 Milam Rd.  
Colorado Springs, CO 80908  
Or

**Please join meeting from your computer, tablet or smartphone.**

<https://video.cloudoffice.avaya.com/join/161846385>

**You can also dial in using your phone.**

United States: [+1 \(213\) 463-4500](tel:+12134634500)

**Access Code:** 161-846-385

\*Public Welcome\*

**\*We encourage our attendees to participate in person; however, if you choose to join virtually, please have your camera on so we can get to know everyone a little better. Please do not use the Chat option to submit questions.**

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<b>Board of Director</b>	<b>Title</b>	<b>Term Expiration</b>
Bill Heeter	President	May 2027
Rich Stauch	Vice President	May 2025
Kevin Combs	Treasurer	May 2027
Ecton Espenlaub	Secretary	May 2025
Chris Meacham	Director	May 2025 (appointed until May 2025)

**AGENDA**

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Discuss Director Meacham resignation and Board Vacancy**
- 4. Approval of Agenda**
- 5. Approval of Board Meeting Minutes** –Meeting minutes of July 16, 2024 (enclosure)
- 6. Financial Update**
  - a. Review and consider approval of Unaudited Financials through July 31, 2024 (enclosure) – Kevin C
  - b. Ratify and consider approval of payables through the period ending August 20, 2024 (enclosure) – Kevin C
  - c. Begin planning for capital spending and mill levy discussion for 2025 - All
- 7. Lodge Management Update**
  - a. Review July Lodge Report (enclosure) – Shalece
  - b. Discussion holiday and business rental plan – Shalece/ Travis/ All
  - c. Update of Asphalt work - Rebecca

- d. Lighting of Lodge Entrance and Monuments – Bill
- e. Review and consider acceptance of proposal for Holiday Decorations at Lodge – Bill
- f. Planned Update of Lodge Bridal Room in 2025 – Bill
- g. Lodge Manager maternity plan - Shalece

**8. Landscaping Matters**

- a. Second Chipping event notification – Rebecca/ Bill
- b. Storage Shed area cleanup – Confirm dates and notice for Volunteers – Bill
- c. Update on Milam Median Landscaping – Ecton
- d. Review and consider acceptance of proposal to collect and dispose of dead trees along trail - Bill
- e. Status of Dog Waste Station installation - Ecton

**9. Community Matters**

- a. Mailbox Security Committee Update – Rick/ Ecton

**10. Legal Matters**

**11. Other Business**

- a. Update on Board Vacancy – Rick/ Ecton

**12. HOA Board Update – HOA Representative**

**13. 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)

**14. Adjournment** – The next Scheduled Regular meeting is September 17, 2024, at 9:00 am



**MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF THE  
CATHEDRAL PINES METROPOLITAN DISTRICT  
HELD JULY 23, 2024, AT 1:00 P.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Tuesday, July 23, at 1:00 p.m., at 13975 Milam Rd, Colorado Springs, CO 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  
Beth Diana, WSDM District Managers  
Sue Gonzales, WSDM District Managers  
Chris Jorgensen, BiggsKofford  
Laura Gardner, Legal Counsel

1. Call to Order: President Heeter called the meeting to order at 1:00 p.m.
2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: President Heeter confirmed a quorum was present. There were no additional disclosures made by Board Members.
3. Discuss Director Meacham Resignation and Board Vacancy
  - a. Establish Interview Committee: Director Espenlaub moved to accept Director Meacham's resignation from the Board; seconded by Director Stauch. Motion passed unanimously. The vacancy on the Board will be advertised via email blast and a notice posted on the website. The Board established an Interview Committee of Directors Stauch and Combs.
4. Approval of Agenda: President Heeter moved to approve the Agenda as written; seconded by Director Combs. Motion passed unanimously.
5. Approval of Board Meeting Minutes from June 18, 2024: After review, President Heeter moved to approve the meeting minutes from June 18, 2024 as presented; seconded by Director Espenlaub. Motion passed unanimously.
6. Financial Update
  - a. Review and consider adoption of the Resolution to Amend 2023 Budget: Director Espenlaub moved to open the public hearing on the Resolution to Amend the 2023 Budget; seconded by Director Combs. Motion passed unanimously. After no public comment, the public hearing was closed. After review, Director Espenlaub moved to adopt the Resolution to Amend 2023 Budget; seconded by President Heeter. Motion passed unanimously.

- b. Review and consider acceptance of the 2023 Presented Audited Financials: Mr. Jorgensen with BiggsKofford presented a detailed review of the 2023 Audited Financial Statements. The Auditors are providing an unmodified, unqualified opinion which reflects a clean audit, and no issues were found. After review, Director Combs moved to accept and approve the 2023 Audited Financials as presented; seconded by Director Espenlaub. Motion passed unanimously.
  - c. Review and consider approval of Unaudited Financials through June 30, 2024: Ms. Harris presented the Unaudited Financials through June 30, 2024. The Board discussed having the income for repairs associated with mail box damage insurance claim re-allocated towards the expenses account that the funds are deducted from. After review, Director Stauch moved to approve the Unaudited Financials as amended through June 30, 2024; seconded by Director Combs. Motion passed unanimously.
  - d. Ratify and consider approval of payables through the period ending July 16, 2024: Ms. Harris presented the payables through the period ending July 16, 2024 and the Board reviewed and added reimbursements for Bill Heeter for signs and monument lights of \$49, \$29, and \$694.15 for payables for reimbursements. Director Ecton added reimbursements for sprinkler replacement of \$506.76. Director Espenlaub moved to approve the payables as amended through the period ending July 16, 2024 as amended; seconded by Director Combs. Motion passed unanimously.
7. Lodge Management Update
- a. Review June Lodge Report: President Heeter presented the June Lodge Report and noted continued issues with the Wi-Fi.
  - b. Review Updated Lodge Website Designs: President Heeter noted there is a shortened marketing video on the website and really likes the new look and design.
  - c. Update on A/C Units: President Heeter reported the large A/C unit was replaced and the smaller A/C issue ended up being a mislabeled fuse.
  - d. Update on Lodge Varnishing of South Side: Ms. Harris reported one day of work has been completed but noted scheduling issues with events and varnishing. The varnishing will be finished in early August.
  - e. Review of Asphalt Work: Ms. Harris reported the striping and sealing will be finished at the end of July. The Board discussed the milling by the County and noted trenching issues and sinking.
  - f. Lighting of Lodge Entrance and Monuments: President Heeter noted there is a bad timer on the parking lot lights that will be replaced at no charge and is covered under warranty.
8. Landscaping Matters
- a. Update on Status of Milam Median Landscaping: Director Espenlaub provided an update on the Milam median landscaping and irrigation. The Board discussed wanting a reimbursement of \$10,000 for repairs due to faulty parts used by 101 Landscaping and missing decorative boulders for the median. The Board agreed to discuss this item further in Executive Session.
  - b. Discuss landscaping around mailboxes in relation to new enclosure: Director Stauch noted the asphalt work has been completed. The Board reviewed the proposal for landscaping around the new enclosure. The Board discussed security regarding the parcel boxes and enclosure.
  - c. Review and consider approval of Tree Removal and Deep Root Fertilization: Director Stauch presented the proposal for tree removal and deep root fertilization from LandTech. After

review, Director Combs moved to approve the tree removal and deep root fertilization proposal not to exceed the bid price; seconded by Director Stauch. Motion passed 3-1 with Director Espenlaub voting against.

- d. Review and ratify approval of Electrical Trenching and Tree installation: After review, Director Espenlaub moved to ratify approval of electrical trenching and tree installation; seconded by Director Combs. Motion passed unanimously.

9. Community Matters

- a. Review and consider approval for Mail Kiosk stonework: The Board discussed the insurance claim for the damage to mail kiosk stonework. Ms. Harris will clarify with the insurance. President Heeter moved to approve the proposal from Holladay Grace for the mail kiosk stonework; seconded by Director Stauch. Motion passed unanimously.
- b. Mailbox Security Committee Update: There was no additional discussion.
- c. Update on Dog waste Stations: Director Espenlaub provided an update on the dog waste stations and there locations.

10. Legal Matters

- a. Review and consider approval of Lodge Incentive Contract: Ms. Gardner presented the updated Lodge Incentive Contract and discussed updated Contractor versus employee policies. Ms. Gardner recommended Ms. Buchholtz obtain a trade name to resolve any potential issue. Ms. Gardner will make the changes to the contract language as discussed.

11. Other Business: There was no discussion.

12. HOA Board Update

- a. Discuss 4120 Foxchase Way access point: The Board discussed the 4120 Foxchase Way access point. The homeowner agreed to remove the section of gravel that goes to the driveway. A dirt road will be left behind and a divider will be landscaped to show division between private property and District property. The Board discussed and agreed to not get involved with the driveway construction nor contribute funds to remediate the access point.

13. Public Comment: There was no public comment.

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

- a. Receive legal advice on Contract with 101 Landscaping: Director Espenlaub moved to enter Executive Session pursuant to §24-6-402(4)(a), C.R.S., to receive legal advice on contract with 101 Landscaping; seconded by Director Stauch. Motion passed unanimously at 3:34 p.m. Director Stauch moved to leave Executive Session at 2:46 p.m.; seconded by President Heeter. Motion passed unanimously.

15. Adjournment: Director Stauch moved to adjourn the meeting at 3:47 p.m.; seconded by Director Combs. Motion passed unanimously.

Respectfully Submitted,

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By: Rebecca Harris, District Manager



**Cathedral Pines Metropolitan District**  
**Balance Sheet**  
As of July 31, 2024

	Jul 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
ECB Debt Service Fund	426,041.38
ECB - General Fund New Reserve	36,945.55
ECB - General Fund New - Other	281,650.42
<b>Total ECB - General Fund New</b>	318,595.97
<b>MM - CSafe Bond Fund UMB</b>	0.53
<b>Total Checking/Savings</b>	744,637.88
<b>Accounts Receivable</b>	
Accounts Receivable	9,225.00
<b>Total Accounts Receivable</b>	9,225.00
<b>Other Current Assets</b>	
Prop Tax Rec - Debt Svc	2,931.17
Prop Tax Rec - Gnl Fund	3,275.89
<b>Total Other Current Assets</b>	6,207.06
<b>Total Current Assets</b>	760,069.94
<b>Fixed Assets</b>	
<b>Construction in Process</b>	261,368.00
<b>Community Center</b>	
Accum Depreciation	-710,712.00
Original Cost	1,328,384.00
<b>Total Community Center</b>	617,672.00
<b>Equipment</b>	
Accum Depreciation	-2,668.00
Equipment - Other	13,922.00
<b>Total Equipment</b>	11,254.00
<b>Parks, Trails &amp; Monument</b>	
Accum Depreciation	-737,941.00
Parks, Trails & Monument - Other	1,006,154.88
<b>Total Parks, Trails &amp; Monument</b>	268,213.88
<b>Streets, Signs &amp; Lights</b>	60.92
<b>Total Fixed Assets</b>	1,158,568.80
<b>TOTAL ASSETS</b>	<b>1,918,638.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable (A/P)	52,979.25
<b>Total Accounts Payable</b>	52,979.25
<b>Other Current Liabilities</b>	
Accrued Interest - DSvc	17,529.00
Deferred Revenue - Lodge Events	58,799.75
Deferred Prop Tax - DSvc	2,931.17
Deferred Prop Tax - Gnl	3,275.89
Damage Deposits- Lodge Events	750.00
<b>Total Other Current Liabilities</b>	83,285.81
<b>Total Current Liabilities</b>	136,265.06



**Cathedral Pines Metropolitan District**  
**Balance Sheet**  
As of July 31, 2024

	Jul 31, 24
<b>Long Term Liabilities</b>	
<b>Bonds Payable 2016</b>	
<b>Bond Premium 2016</b>	
A/A Bond Premium 2016	-141,298.36
Bond Premium 2016 - Other	414,881.70
	273,583.34
<b>Total Bond Premium 2016</b>	
Bonds Payable 2016 - Other	4,260,000.00
	4,533,583.34
<b>Total Bonds Payable 2016</b>	
	4,533,583.34
<b>Total Long Term Liabilities</b>	
	4,669,848.40
<b>Total Liabilities</b>	
<b>Equity</b>	
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	278,242.51
Net Income	401,328.62
	-2,751,209.66
<b>Total Equity</b>	
	1,918,638.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,918,638.74</b>

# Cathedral Pines Metropolitan District

## Profit & Loss Budget vs. Actual

### January through July 2024

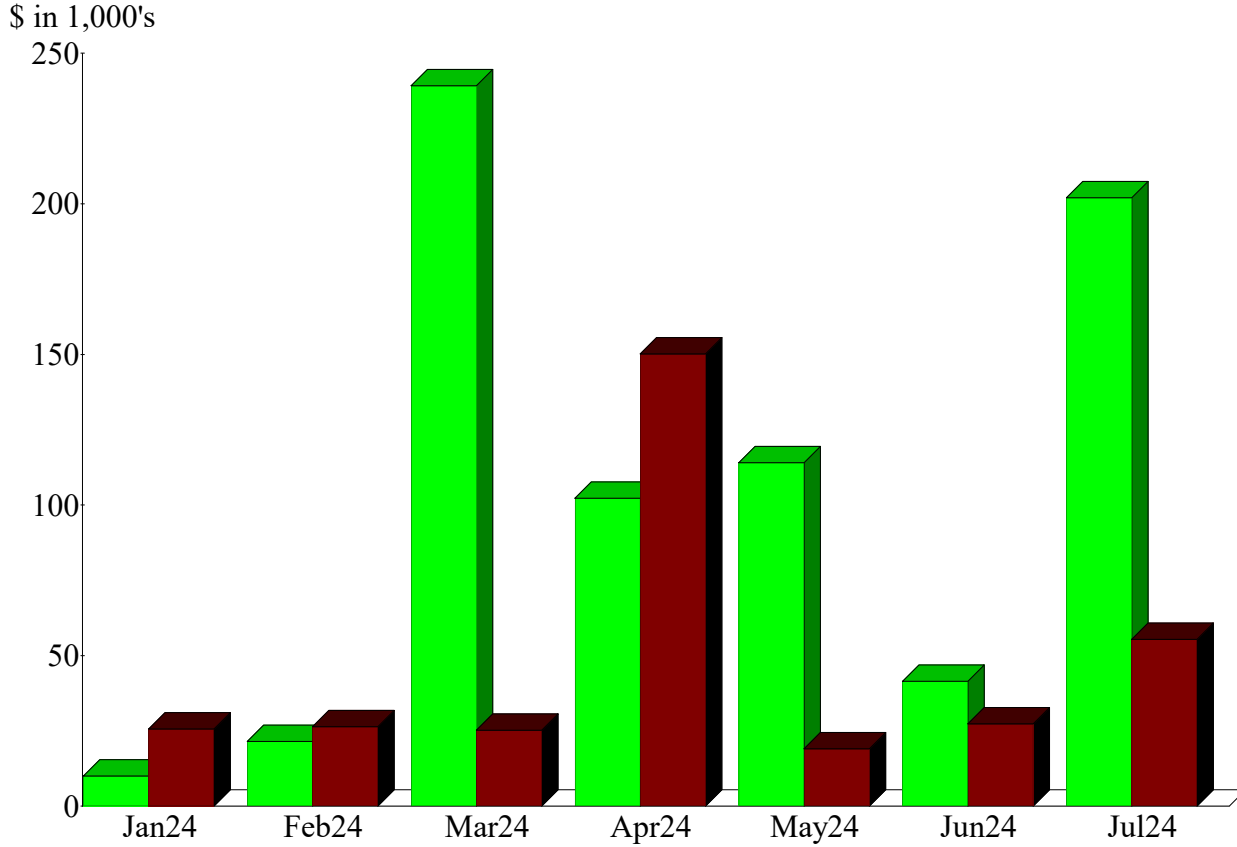
	TOTAL				
	Jul 24	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>1-100 · GF INCOME</b>					
1-105 · GF Prop Tax Revenue	99,292.05	329,605.11	338,800.00	-9,194.89	97.29%
1-110 · Specific Ownership Taxes	4,824.30	28,650.49	27,900.00	750.49	102.69%
1-115 · Delinquent Tax and Interest	8.38	49.76			
1-120 · Rental Income - Lodge Events	6,375.00	62,809.34	53,000.00	9,809.34	118.51%
1-127 · Rental Income - Shed	1,000.00	7,000.00	7,000.00	0.00	100.0%
1-130 · Investment Income	0.00	53.00			
<b>Total 1-100 · GF INCOME</b>	<u>111,499.73</u>	<u>428,167.70</u>	<u>426,700.00</u>	<u>1,467.70</u>	<u>100.34%</u>
<b>2-100 · DS INCOME</b>					
2-105 · DS Prop Tax Revenue	88,840.26	294,909.83	173,740.00	121,169.83	169.74%
2-115 · Delinquent Tax & Interest	8.38	49.76			
2-130 · DS Interest Income	1,698.65	7,493.98	875.00	6,618.98	856.46%
<b>Total 2-100 · DS INCOME</b>	<u>90,547.29</u>	<u>302,453.57</u>	<u>174,615.00</u>	<u>127,838.57</u>	<u>173.21%</u>
<b>Total Income</b>	<u>202,047.02</u>	<u>730,621.27</u>	<u>601,315.00</u>	<u>129,306.27</u>	<u>121.5%</u>
<b>Gross Profit</b>	202,047.02	730,621.27	601,315.00	129,306.27	121.5%
<b>Expense</b>					
<b>1-1000 · SERVICES</b>					
1-1005 · Audit	9,600.00	9,600.00	9,600.00	0.00	100.0%
1-1010 · Management Expense	5,472.85	45,440.35	49,000.00	-3,559.65	92.74%
1-1015 · Maintenance Management	691.67	2,075.01			
1-1012 · Meeting Expense	0.00	263.90			
1-1020 · Legal Fees	250.00	3,125.00	8,750.00	-5,625.00	35.71%
<b>Total 1-1000 · SERVICES</b>	<u>16,014.52</u>	<u>60,504.26</u>	<u>67,350.00</u>	<u>-6,845.74</u>	<u>89.84%</u>
<b>1-2000 · LODGE</b>					
1-2001 · Lodge Management	3,500.00	24,450.00	17,500.00	6,950.00	139.71%
1-2005 · Advertising/ Website	1,750.00	12,250.00	12,250.00	0.00	100.0%
1-2020 · Event Supplies	0.00	877.88	2,700.00	-1,822.12	32.51%
1-2025 · Cleaning	1,128.07	5,368.60	2,915.00	2,453.60	184.17%
1-2030 · Repairs and Maintenance	6,342.85	30,553.45	7,000.00	23,553.45	436.48%
1-2035 · Utilities	0.00	4,502.50	5,833.35	-1,330.85	77.19%
1-2040 · Security	236.19	1,465.17	1,458.35	6.82	100.47%
1-2043 · Capital Improvements - O&M	0.00	0.00	2,040.00	-2,040.00	0.0%
1-2044 · Landscape Maintenance	0.00	8,700.00	7,000.00	1,700.00	124.29%
1-2045 · Snow Removal	0.00	576.00	6,000.00	-5,424.00	9.6%
1-2050 · Trash	275.56	1,928.92	1,750.00	178.92	110.22%
1-2055 · Telephone	204.99	1,434.93	1,460.00	-25.07	98.28%
1-4030 · Lodge Contingency	0.00	0.00	5,835.00	-5,835.00	0.0%
<b>Total 1-2000 · LODGE</b>	<u>13,437.66</u>	<u>92,107.45</u>	<u>73,741.70</u>	<u>18,365.75</u>	<u>124.91%</u>

## Cathedral Pines Metropolitan District Profit & Loss Budget vs. Actual January through July 2024

	TOTAL				
	Jul 24	Jan - Jul 24	Budget	\$ Over Budget	% of Budget
<b>1-3000 · GF EXPENSES</b>					
1-3002 · License & Fees	0.00	676.60	800.00	-123.40	84.58%
1-3005 · Landscape Maintenance	10,401.66	28,824.75	37,915.00	-9,090.25	76.03%
1-3008 · Landscape Upgrade	0.00	0.00	50,000.00	-50,000.00	0.0%
1-3010 · Repair & Maintenance - O&M	8,406.54	10,347.41	11,665.00	-1,317.59	88.71%
1-3015 · Snow Removal - O&M	0.00	7,497.67	6,000.00	1,497.67	124.96%
1-3020 · Utilities - O&M	3,923.77	11,349.52	8,750.00	2,599.52	129.71%
1-3035 · GF - Contingency	0.00	2,639.20	5,835.00	-3,195.80	45.23%
<b>Total 1-3000 · GF EXPENSES</b>	<b>22,731.97</b>	<b>61,335.15</b>	<b>120,965.00</b>	<b>-59,629.85</b>	<b>50.71%</b>
<b>1-4000 · OTHER</b>					
1-4015 · Office Expenses	0.00	401.56	585.00	-183.44	68.64%
1-4020 · Collection Fee GF(Treasurer)	1,489.52	4,944.88	5,083.00	-138.12	97.28%
<b>Total 1-4000 · OTHER</b>	<b>1,489.52</b>	<b>5,346.44</b>	<b>5,668.00</b>	<b>-321.56</b>	<b>94.33%</b>
<b>2-1000 · DS EXPENSES</b>					
2-1005 · Trustee Fees	400.00	400.00	466.62	-66.62	85.72%
2-1010 · Collection Fee DS (Treasurer)	1,332.72	4,424.35	2,606.31	1,818.04	169.76%
2-1015 · Bond Principal Pmts	0.00	0.00	49,583.31	-49,583.31	0.0%
2-1030 · Interest Expense DS	0.00	105,175.00	122,704.19	-17,529.19	85.71%
<b>Total 2-1000 · DS EXPENSES</b>	<b>1,732.72</b>	<b>109,999.35</b>	<b>175,360.43</b>	<b>-65,361.08</b>	<b>62.73%</b>
<b>Total Expense</b>	<b>55,406.39</b>	<b>329,292.65</b>	<b>443,085.13</b>	<b>-113,792.48</b>	<b>74.32%</b>
<b>Net Ordinary Income</b>	<b>146,640.63</b>	<b>401,328.62</b>	<b>158,229.87</b>	<b>243,098.75</b>	<b>253.64%</b>
<b>Net Income</b>	<b>146,640.63</b>	<b>401,328.62</b>	<b>158,229.87</b>	<b>243,098.75</b>	<b>253.64%</b>

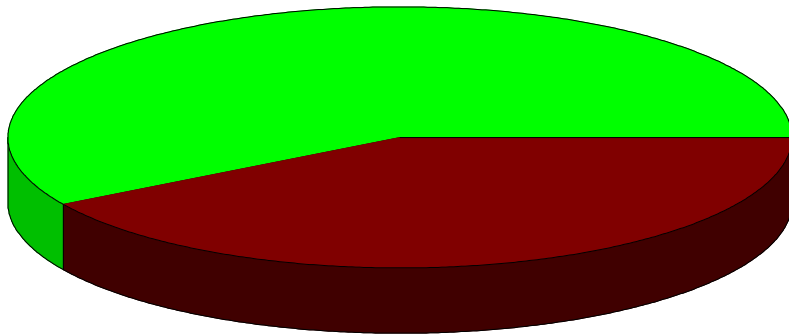
Income and Expense by Month  
January through July 2024

Income  
Expense



Income Summary  
January through July 2024

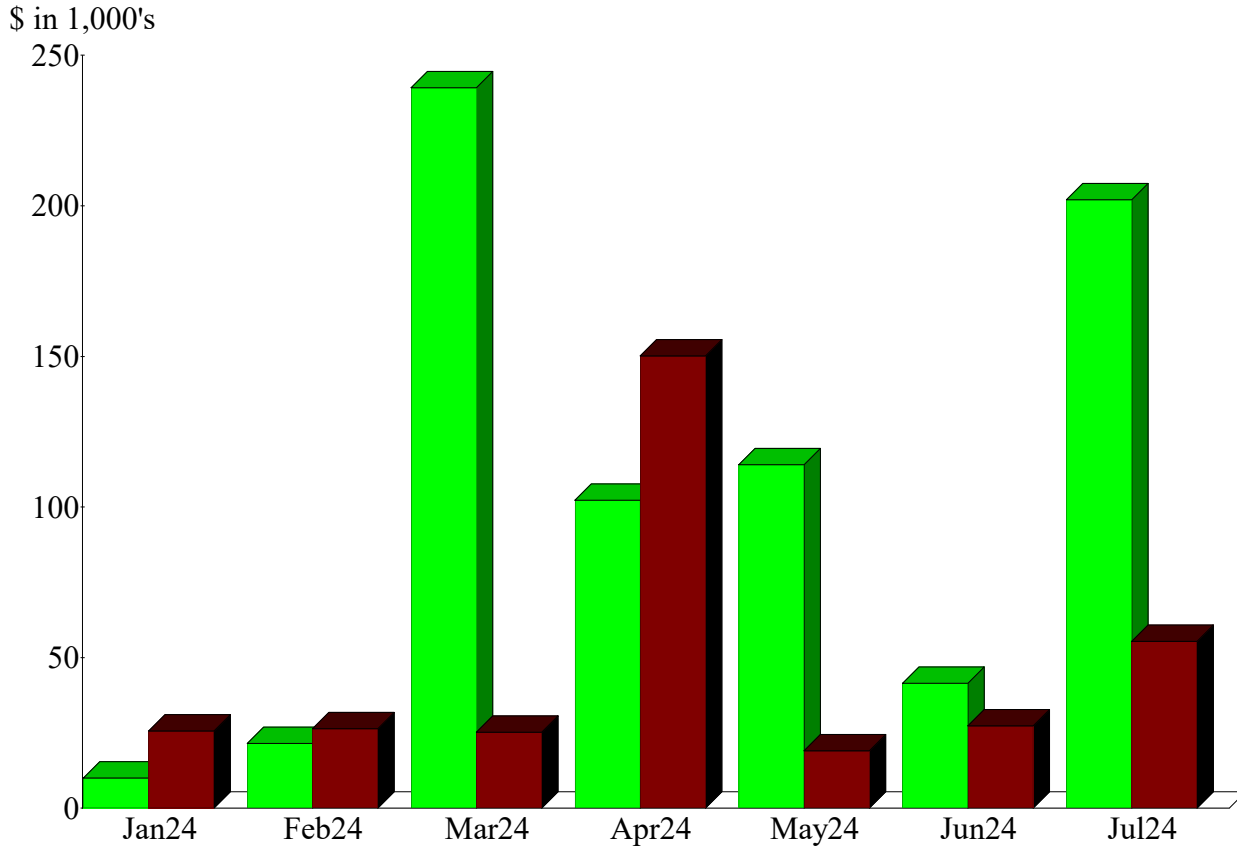
1-100 · GF INCOME	58.60%
2-100 · DS INCOME	41.40%
Total	\$730,621.27



By Account

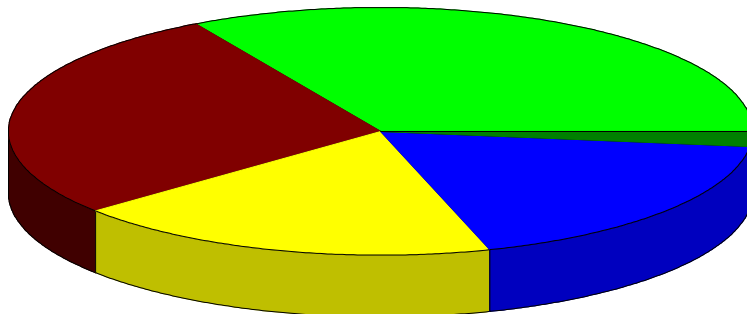
Income and Expense by Month  
January through July 2024

Income  
Expense



Expense Summary  
January through July 2024

2-1000 · DS EXPENSES	33.40%
1-2000 · LODGE	27.97
1-3000 · GF EXPENSES	18.63
1-1000 · SERVICES	18.37
1-4000 · OTHER	1.62
<b>Total</b>	<b>\$329,292.65</b>



By Account



**Cathedral Pines Metropolitan District**  
**PAYMENT REQUEST**  
8/20/2024  
**GENERAL FUND ACCOUNT**

Company	Invoice	Date	Amount	Comments
Barnhart Pump Co	23700	7/30/2024	\$ 367.50	
Barnhart Pump Co	23703	8/9/2024	\$ 490.39	
Biggs Kofford	116393	7/29/2024	\$ 9,600.00	
Black Hills Energy	5715886192	8/5/2024	\$ 26.83	Auto Pay
CO Special Districts Prop & Liab	25WC-61270-0640	8/8/2024	\$ 495.00	
Colorado Springs Cleaning Supply	93710	5/22/2024	\$ 897.53	
Colorado Springs Cleaning Supply	94505	7/30/2024	\$ 748.07	
Done Right Painting	beams	7/27/2024	\$ 4,446.00	
Down To Earth Excavating, Inc	2024-106	7/3/2024	\$ 8,311.50	
EE Cleaning	11588	7/7/2024	\$ 380.00	
Gardner Law Office	10353	7/15/2024	\$ 250.00	
LandTech	10415	7/30/2024	\$ 140.26	
LandTech	10468	8/1/2024	\$ 3,334.00	
LandTech	10639	7/31/2024	\$ 415.36	
LandTech	10640	7/31/2024	\$ 401.03	
LandTech	10642	7/31/2024	\$ 687.00	
LandTech	10643	7/31/2024	\$ 136.54	
LandTech	10644	7/31/2024	\$ 510.10	
LandTech	10645	7/31/2024	\$ 218.28	
LandTech	10646	7/31/2024	\$ 143.24	
LandTech	10664	7/31/2024	\$ 487.49	
Mountain View Electric	360501	7/17/2024	\$ 95.40	Utilities - O&M
Mountain View Electric	360601	7/17/2024	\$ 2,701.25	Utilities - O&M
Mountain View Electric	404701	7/17/2024	\$ 62.88	Utilities - O&M
Mountain View Electric	103043401	7/17/2024	\$ 566.93	Utilities - Lodge
Mountain View Electric	103045401	7/17/2024	\$ 41.32	Utilities - O&M
Mountain View Electric	103047401	7/17/2024	\$ 37.50	Utilities - O&M
Mountain View Electric	103051401	7/17/2024	\$ 39.72	Utilities - O&M
Mountain View Electric	103051901	7/17/2024	\$ 37.62	Utilities - O&M
Mountain View Electric	103161601	7/17/2024	\$ 38.73	Utilities - O&M
Mountain View Electric	103162001	7/17/2024	\$ 44.64	Utilities - O&M
Mountain View Electric	103470400	7/17/2024	\$ 38.00	Utilities - O&M
Mountain View Electric	103470800	7/17/2024	\$ 150.00	Utilities - O&M
Mountain View Electric	103484500	7/17/2024	\$ 43.00	Utilities - O&M
Solitude Lake Management	PS1098594	8/2/2024	\$ 691.67	
Stratus IQ	80124	8/1/2024	\$ 204.99	
TWM	107890	8/1/2024	\$ 1,750.00	
UMB	983583	7/10/2024	\$ 400.00	
Waste Connection	5142305V315	8/1/2024	\$ 275.56	Auto Payment
William Heeter	81424	8/14/2024	\$ 272.19	Reimbursement for Lights
WSDM District Managers	309	7/31/2024	\$ 5,472.85	
TOTAL			\$ 45,450.37	

TOTAL \$ 45,450.37

Director \_\_\_\_\_

Eastern Colorado Bank 8/20/2024	\$ 282,136.95
This Months Payables	\$ (45,450.37)
Eastern Colorado Bank After Draw	<b>\$ 236,686.58</b>





# Lodge Traffic June 2024

## Venue Tours

#	<u>Tour Name</u>	<u>Tour Date</u>	<u>Schedule Method</u>	<u>Event Type</u>	<u>Desired Date</u>	<u>Anticipated Guest Count</u>	<u>Booked?</u>	<u>Date Booked</u>	<u>Notes</u>
1	Nicole Duca	July 3, 2024	Email	Wedding	August 30, 2025	150-200	Tentative Yes		Second Tour with mom
2	Kara Gilbert	July 5, 2024	Email	Wedding	August 3, 2025	80-100	Yes	August 3, 2025	Second Tour with mom
3	Brandy Reynolds	July 16, 2024	Website	Wedding	September 23, 2025	80			Rescheduled to July 22 due to parking lot
4	Joey Beck	July 16, 2024	Website	Wedding	October 13, 2025	80-100	-	-	Canceled tour due to parking lot, will reschedule in August
5	Amanda McDermith	July 17, 2024	Phone Call	Wedding	October 12 or 13, 2024	50 max	No	-	Out of price range, found alternate venue
6	Tracy Kasunick	July 19, 2024	Email	Wedding	April 2025	100			
7	Cindy Forbes	July 20, 2024	Phone Call	Wedding	September 25, 2024	Unknown	-	-	No Show
8	Kaleigh & Jordan	July 22, 2024	Phone Call	Bridal Shower	September 8, 2024	35 max	Yes	September 8, 2024	Sponsored Event
9	Glenn Dahl	July 23, 2024	Phone Call	Military Retirement Party	July 12, 2025	100			
10	Bobbi Eldrege	July 28, 2024	Zola	Wedding	Late summer 2026	80			
11	Krystal Rodriguez	July 28, 2024	Website	Sweet 16 Party	April 12, 2025	150	Tentative Yes	April 12, 2025	

12	Miranda Erisman	July 28, 2024	Email	Wedding	August 28, 2025	100			
13	Dana Ritterbusch	July 28, 2024	Website	Wedding	Late August/ Early September 2025	70			
14	Daniel Lamoreaux	July 31, 2024	Zola	Wedding	August 23, 2025	120			
15	Kori Tully	July 31, 2024	Website	Wedding	June 7, 2025	45			

### **Resident Tours**

Tour Name	Tour Date	Event Date	Resident Sponsor
Anne Wood	July 23, 2024	December 28, 2024	Anne Wood

### **Resident Events**

Event Name	Event Date	Event Type	Resident Sponsor
Resident Wu Event - Hermansen/Abeyta Wedding	July 18, 2024	Wedding	Albert Wu

### **Outside Events**

Event Name	Event Date	Event Type	Rental Type
Barkdull/Owens Wedding	July 2, 2024	Wedding	8 hour Venue Only Rental
Lockhart/Reyes Wedding	July 21, 2024	Wedding	12 hour Venue Only Rental
Marrs/Rogers Wedding	July 24, 2024	Wedding	AIP
Haman/Colonese Wedding	July 27, 2024	Wedding	12 hour Venue Only Rental
Schwenke/Spriggs Rehearsal Dinner	July 28, 2024	Rehearsal Dinner	4 hour Venue Only Rental
Schwenke/Spriggs	July 29, 2024	Wedding	12 hour Venue Only

Wedding			Rental
Del Valle/Young Wedding	July 30, 2024	Wedding	8 hour Venue Only Rental

### **Community Events**

Event Type	Event Date	Resident Sponsor
Metro Board Meeting	July 16, 2024	Metro Board
HOA/ACC Meeting	July 17, 2024	HOA
HOA/ACC Meeting	July 17, 2024	HOA
HOA Movie Night	July 25, 2024	HOA/Kristi Correa

### **Bookings**

Event Type	Renter Name	Event Date	Rental Type	Resident Sponsor	Date Booked	Tour Date
Wedding	Kara Gilbert & Errick Denning	Sunday, August 3, 2025	Venue Only 12 Hour Rental	-	July , 2024	June 18, 2024
Bridal Shower	Kaleigh Tedrow & Jordan	Sunday, September 8, 2024	Resident Rental	Shalece Buchholtz	July 22, 2024	July 22, 2024
Wedding Rehearsal and Prep	Anne and Steve Wood	December 27 and 28, 2024	Resident Rental	Anne and Steve Wood	July 27, 2024	July 23, 2024
Wedding	Melanie Llana and Travis Haynes	September 2, 2024	Venue Only Rental	-	July , 2024	April 13, 2024

### **Manager's Notes**

Current Revenue - \$126,025

Number of Inquiries - 201

## **Internet Update**

We unfortunately continued to have internet issues this month, but I believe we have officially nipped it in the bud! The internet started cutting out in 5 minute intervals and the signal was very weak, so I reached out to Geek Squad again to have them troubleshoot the issue (this was still under the 60 day work warranty from their last visit) and he adjusted some network things and it seemed to help. He came out on July 17 during the rehearsal for the Resident Wu sponsored wedding, and all seemed to be working. I was on site the morning of the 18th before the wedding to spot check the building and I did not notice any issues with the internet or connection at the time, and I did not hear anything all day from the event, no one called or texted to let me know of any issues. Unfortunately, the next day (the 19th) the mother of the bride let me know that the internet did not work at all during the whole event. I let her know that if they would have let me know I would have had them come back out and fixed the problem for them, but because I was not aware I could not rectify the issue for them. I did have Geek Squad come back out the following day (the 19th) and troubleshoot the internet when I started having issues myself (the mother of the bride did not reach out until about 3:30 the following day) and we discovered the issue - when Stratus IQ had installed the new wifi router in April, it was not meant for the confined space it was placed in, and was overheating continuously. Stratus IQ was able to come out the same day (the 19th) and replace the wall-mounted puck with a different type of router that should not overheat so easily, and the internet has been strong and smooth ever since!

## **Speakers**

We were able to get some bluetooth speakers for the forest ceremony site! This will help the venue only rentals (especially the ones who make their own playlists and play music from their phones or tablets instead of going through a DJ) to play music for their ceremony, and also gives us the opportunity to control the volume at the site more reliably.

## **Patio Heaters**

I have found some decently priced patio heaters that would be perfect for our space! They are around \$400 a piece, and would help provide extra revenue if we had them for rent for events (we could include fuel in the rental price if needed and would still be cheaper than other rental companies because we wouldn't need to deliver them.) Just an idea for the future, but thought it would be worth looking into!

## **Office and Lodge Needs**

- More supplies from Colorado Springs Cleaning Supplies

## **Goals**

Sales and traffic goals for the Lodge this month:

- end the month at 10 tours (at 9 currently)
- Finalize details and preparations for my maternity leave

End-of-Year Goals:

75 total events (current: 61) \$155,000 in revenue (current: \$125,275)