



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

Tuesday, September 23, 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 Directors	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. Approval of Board Meeting Minutes** –Meeting minutes of August 19, 2025 (enclosure)
- 5. Financial Update**
 - a. Review and consider approval of Unaudited Financials through August 31, 2025 (enclosure) – Kevin/ Rebecca
 - b. Ratify and consider approval of payables through the period ending September 23, 2025 (enclosure) – Rebecca
 - c. Discuss 2026 Budget Status
 - d. Discuss Capital Projects for 2026
- 6. Lodge Management Update**
 - a. Review Lodge Performance – Travis & Shalece
 - b. Discuss 2026 Lodge Rental rate increase - Bill

7. Landscaping Matters

- a. Status Update on Median/ Cul de sac – Rick
- b. Discuss Mailbox Kiosk Lighting - Bill
- c. Update of permanent tree and walkway lights installation – Rick
- d. Status of new front planter metal trellis and plants – Rick
- e. Discuss fish restocking proposal for 2026– Rebecca
- f. Discuss cattail removal plan for Lodge ponds

8. Firewise Program

- a. Review and consider approval of Wildfire Risk Assessment (under separate cover) - Scott

9. Discuss Possible Merger of HOA and Metropolitan District

10. New Business

- a. Cistern Update – Bill
- b. AT&T Cell Tower update – No update
- c. Update to CP Milam/Shoup Monument Mileage Engraving – Bill

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) and (e), C.R.S. -

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

13. Adjournment – The next regular scheduled meeting is on October 21, 2025, at 9:00 am.



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**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT WAS
HELD AUGUST 19, 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, August 19, at 9:00 a.m., at 13975 Milam Rd, Colorado Springs, CO and virtually via video/teleconference.

In attendance were Directors:

Bill Heeter	President
Rick Stauch	Vice President
Kevin Combs	Treasurer
Ecton Espenlaub	Secretary
Scott Gassen	Director

Primary Responsibilities

Board Mgmt., Agendas; Lodge; Misc. Projects
Community Landscaping; Comm. Liaison
Finances; Budget Mgmt.; Forecasting
Trails and Misc. Landscaping/Other Projects
Firewise Liaison; Misc. Projects

Also in Attendance were

Rebecca Harris	WSDM
Danielle Daigle-Chavez	WSDM
Laura Gardner	Gardner Law
Travis Mark	TWM, Inc.
Shalece Buchholz	Adorkably Yours

Primary Responsibilities

District Manager
District Manager
Cathedral Pines Legal Representation
Lodge website management
Lodge Management Contractor

MINUTES

1. Call to Order:

The meeting was called to order at 9:05 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 correct a clerical error of the misspelling of Director Stauch's last name; seconded by Director Stauch. Motion passed unanimously.

4. Approval of June 5, 2025, Special Board Meeting Minutes:

After review, Director Espenlaub moved to approve June 5, 2025, Special Board Meeting Minutes as amended to reflect the correction of section 12, Adjournment-President Gassen to be corrected to Director Gassen; seconded by Director Stauch. Motion passed unanimously.

5. Financial Matters:

- a. Approve Unaudited Financial Reports through July 31, 2025: Ms. Harris presented the unaudited financials. Director Stauch inquired about Lodge landscape maintenance. After discussion, Board decided to move all landscape items under one budget line under the general fund. Director Combs highlighted and discussed legal costs. After review, Director Stauch moved to approve the Unaudited Financial Reports through July 31, 2025, as presented; seconded by Director Combs. Motion passed unanimously.
- b. Ratify and Approve Payables through August 19, 2025: Ms. Harris presented the Payables for the period. After discussion, Director Espenlaub motioned to approve the payables as amended to add \$90.28 reimbursement to Director Espenlaub and to ratify \$49,600.00 for July's payables. Seconded by Director Stauch. Motion passed unanimously.

6. Lodge Management Update:

- a. Review Lodge Performance: Mr. Mark and Ms. Buchholtz provided the update. Online inquiry activity is increasing and AI is now more important to the process of bookings. Yelp, Facebook and other online search sites are diminishing in importance as AI replaces them as a primary source for venue information. Mr. Mark wants to be able to feature all of the Lodge improvements that the Board have been making on the website.
- b. Update on Asphalt Repairs: President Heeter provided an update on Asphalt Repairs. RePave returned in July to repair the damaged asphalt in front of the Lodge, and the water is flowing correctly down the curb and gutter away from the entrance area now. Also, President Heeter filled in the asphalt trench that ran across the Lodge drive entrance that had sunk. It was completed for \$150 vs. the quote from RePave for \$750.
- c. Tankless water heater installation update. President Heeter gave the update. A replacement unit was purchased and installed for approximately \$2,300. The other two bids were for \$4,600 and \$6,200.
- d. Review cost of replacing A/C units at Lodge: President Heeter and Ms. Daigle-Chavez updated the Board. Two estimates have been submitted, and a third will be provided on August 26th. President Heeter gave Ms. Daigle-Chavez the direction to also solicit a quote from Fountain Valley Mechanical.

7. Landscaping Matters:

- a. Update on Median/ Cul de sac: Director Stauch provided the update. After review President Heeter motioned to approve three proposals from Land Tech for Sod installation, irrigation controller installation for the Lodge, and waterproofing of planters. Seconded by Director Combs. Motion passed unanimously.
- b. Discuss Mailbox Kiosk Lighting: President Heeter updated the Board that the kiosk lighting has been fixed, as a new electrical box has been installed.
- c. Update of permanent tree and walkway lights installation: Director Stauch provided the update. The project has been started and will be finished Thursday. The total cost of the project was \$19,000.00, or approximately \$4,000 under the budgeted amount.
- d. Status of new front planter metal trellis and plants: Director Stauch updated the Board. He is awaiting new quotes from LandTech before proceeding.

- e. Review and Consider Fish restocking proposal: Ms. Harris provided the update. Solitude has not returned a price yet, President Heeter proposed waiting until 2026 for pond re-stocking, which will need to be across all 3 ponds
- f. Discuss cattail removal plan for Lodge ponds: Chemical and Mechanical removal of the cattails is being considered. Director Stauch directed Ms. Daigle-Chavez to verify the safety of chemical removal for fish in the ponds with Solitude.

8. Firewise Program

- a. No new update.

9. New Business:

- a. Cistern Update: President Heeter is waiting for a return call from Colorado Pump.
- b. AT&T Cell Tower update: No update provided.
- c. Update to CP Milam/Shoup Monument Mileage Engraving: President Heeter is awaiting a call back from the engraver. His engraving equipment has been broken and the contractor is awaiting replacement parts.
- d. Discuss Capital Projects for 2026: President Heeter requested all Board members come to the September meeting prepared to discuss the work proposals they would like to see take place in 2026.

10. Public Comment: There was no public comment.

Director Espenlaub requested that future meeting minutes have more detail regarding the Board's intentions and reasoning for pursuing a merger between the Metro Board and the HOA Board. Director Espenlaub requested that the merger discussion be held in open session and not executive session. After discussion, Director Stauch motioned to table further discussion on the merger, seconded by Director Espenlaub. Motion passed unanimously. Director Stauch motioned to invite the HOA board to hold a joint meeting to discuss the potential merger. Seconded by Director Espenlaub. Motion passed unanimously.

11. Executive Session: No executive session was had.

12. Adjournment: Director Espenlaub motioned to adjourn the meeting at 11:37 am; seconded by Director Stauch. Motion passed unanimously.

Submitted by: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 19, 2025, SPECIAL MEETING MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT.

Approved by: Secretary of the Board



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Cathedral Pines Metropolitan District

Balance Sheet

As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
ECB Debt Service Fund	349,664.92
ECB - General Fund New Reserve	61,945.55
ECB - General Fund New - Other	290,740.27
Total ECB - General Fund New	352,685.82
MM - CSAFE Bond Fund UMB	0.53
Total Checking/Savings	702,351.27
Accounts Receivable	
Accounts Receivable	8,625.00
Total Accounts Receivable	8,625.00
Other Current Assets	
Prepaid Expenses	495.00
12000 - Undeposited Funds	2,000.00
Total Other Current Assets	2,495.00
Total Current Assets	713,471.27
Fixed Assets	
Construction in Process	267,849.00
Building Improvements	5,799.00
Land Improvements	
Accum Depreciation	-11,826.00
Land Improvements - Other	75,000.00
Total Land Improvements	63,174.00
Community Center	
Accum Depreciation	-755,503.00
Original Cost	1,328,384.00
Total Community Center	572,881.00
Equipment	
Accum Depreciation	-2,936.00
Equipment - Other	13,922.00
Total Equipment	10,986.00
Parks, Trails & Monument	
Accum Depreciation	-788,385.00
Parks, Trails & Monument - Other	1,006,154.88
Total Parks, Trails & Monument	217,769.88
Streets, Signs & Lights	60.92
Total Fixed Assets	1,138,519.80
TOTAL ASSETS	1,851,991.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	33,345.45
Total Accounts Payable	33,345.45

Cathedral Pines Metropolitan District

Balance Sheet

As of August 31, 2025

	Aug 31, 25
Other Current Liabilities	
Accrued Interest - DSvc	17,246.00
Deferred Revenue - Lodge Events	40,624.75
Total Other Current Liabilities	57,870.75
Total Current Liabilities	91,216.20
Long Term Liabilities	
Bonds Payable 2016	
Bond Premium 2016	
A/A Bond Premium 2016	-159,735.36
Bond Premium 2016 - Other	414,881.70
Total Bond Premium 2016	255,146.34
Bonds Payable 2016 - Other	4,175,000.00
Total Bonds Payable 2016	4,430,146.34
Total Long Term Liabilities	4,430,146.34
Total Liabilities	4,521,362.54
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	432,760.48
Net Income	328,648.84
Total Equity	-2,669,371.47
TOTAL LIABILITIES & EQUITY	1,851,991.07

Cathedral Pines Metropolitan District
Profit & Loss Budget vs. Actual
January through August 2025
General Fund

	TOTAL				
	Aug 25	Jan - Aug 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	1,942.99	337,378.46	337,379.00	-0.54	100.0%
1-110 · Specific Ownership Taxes	4,981.13	35,383.36	44,747.00	-9,363.64	79.07%
1-115 · Delinquent Tax and Interest	36.81	117.08			
1-120 · Rental Income - Lodge Events	2,125.00	101,703.33	125,000.00	-23,296.67	81.36%
1-135 · Interest Income	0.00	0.08			
Total 1-100 · GF INCOME	9,085.93	474,582.31	507,126.00	-32,543.69	93.58%
Total Income	9,085.93	477,592.85	507,126.00	-29,533.15	94.18%
Gross Profit	9,085.93	477,592.85	507,126.00	-29,533.15	94.18%
Expense					
1-1000 · SERVICES					
1-1005 · Audit	0.00	10,275.00	10,080.00	195.00	101.94%
1-1010 · Management Expense	4,188.20	44,043.30	84,000.00	-39,956.70	52.43%
1-1012 · Meeting Expense	0.00	1,793.95	2,000.00	-206.05	89.7%
1-1020 · Legal Fees	0.00	13,125.00	15,000.00	-1,875.00	87.5%
Total 1-1000 · SERVICES	4,188.20	69,237.25	111,080.00	-41,842.75	62.33%
1-2000 · LODGE					
1-2042 · Capital Improvements	0.00	13,599.12	15,000.00	-1,400.88	90.66%
1-2001 · Lodge Management	3,650.00	35,650.00	50,000.00	-14,350.00	71.3%
1-2005 · Advertising/ Website	1,750.00	14,426.00	21,000.00	-6,574.00	68.7%
1-2020 · Event Supplies	0.00	1,807.06	5,000.00	-3,192.94	36.14%
1-2025 · Cleaning	570.00	3,635.82	6,500.00	-2,864.18	55.94%
1-2030 · Repairs and Maintenance	90.28	6,501.72	10,000.00	-3,498.28	65.02%
1-2035 · Utilities	679.78	5,645.91	10,000.00	-4,354.09	56.46%
1-2040 · Security	188.37	1,506.96	2,700.00	-1,193.04	55.81%
1-2044 · Landscape Maintenance	0.00	1,125.00	5,000.00	-3,875.00	22.5%
1-2050 · Trash	551.12	2,444.24	3,500.00	-1,055.76	69.84%
1-2055 · Telephone	204.99	1,639.92	2,500.00	-860.08	65.6%
1-4030 · Lodge Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%
Total 1-2000 · LODGE	7,684.54	87,981.75	141,200.00	-53,218.25	62.31%
1-3000 · GF EXPENSES					
1-3003 · Capital Improvements	0.00	0.00	30,000.00	-30,000.00	0.0%
1-3021 · Utilities	3,475.18	15,905.83	25,000.00	-9,094.17	63.62%
1-3016 · Snow Removal	0.00	10,370.98	15,000.00	-4,629.02	69.14%
1-3011 · Repair & Maintenance	185.00	8,076.69	20,000.00	-11,923.31	40.38%
1-3002 · License & Fees	0.00	717.67	800.00	-82.33	89.71%
1-3005 · Landscape Maintenance	6,019.53	35,405.55	50,000.00	-14,594.45	70.81%
1-3008 · Landscape Upgrade	8,387.20	90,835.20	85,000.00	5,835.20	106.87%

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

	TOTAL				
	Aug 25	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
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	18,066.91	163,182.57	255,800.00	-92,617.43	63.79%
1-4000 · OTHER					
1-4018 · Collection Fee (Treasurer)	29.72	5,062.54	5,061.00	1.54	100.03%
1-4005 · Bank Charges	0.00	0.00	50.00	-50.00	0.0%
1-4010 · Insurance/ Fees	0.00	14,212.00	14,000.00	212.00	101.51%
1-4015 · Office Expenses	0.00	292.16	1,000.00	-707.84	29.22%
Total 1-4000 · OTHER	29.72	19,566.70	20,111.00	-544.30	97.29%
Total Expense	29,969.37	339,968.27	528,191.00	-188,222.73	64.37%
Net Ordinary Income	-20,883.44	137,624.58	-21,065.00	158,689.58	-653.33%
Net Income	-20,883.44	137,624.58	-21,065.00	158,689.58	-653.33%

UNAUDITED

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

Debt Service Fund

	TOTAL				
	Aug 25	Jan - Aug 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
2-100 · DS INCOME					
2-104 · Prop Tax Revenue	1,738.47	301,864.94	301,865.00	-0.06	100.0%
2-115 · Delinquent Tax & Interest	36.81	117.08			
2-130 · DS Interest Income	1,652.30	8,086.20			
Total 2-100 · DS INCOME	3,427.58	310,068.22	301,865.00	8,203.22	102.72%
Total Income	3,427.58	310,068.22	301,865.00	8,203.22	102.72%
Gross Profit	3,427.58	310,068.22	301,865.00	8,203.22	102.72%
Expense					
2-1000 · DS EXPENSES					
2-1005 · Trustee Fees	0.00	400.00	800.00	-400.00	50.0%
2-1010 · Collection Fee DS (Treasurer)	26.60	4,529.64	4,528.00	1.64	100.04%
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	26.60	108,404.64	297,178.00	-188,773.36	36.48%
Total Expense	26.60	108,404.64	297,178.00	-188,773.36	36.48%
Net Ordinary Income	3,400.98	201,663.58	4,687.00	196,976.58	4,302.62%
Net Income	3,400.98	201,663.58	4,687.00	196,976.58	4,302.62%

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

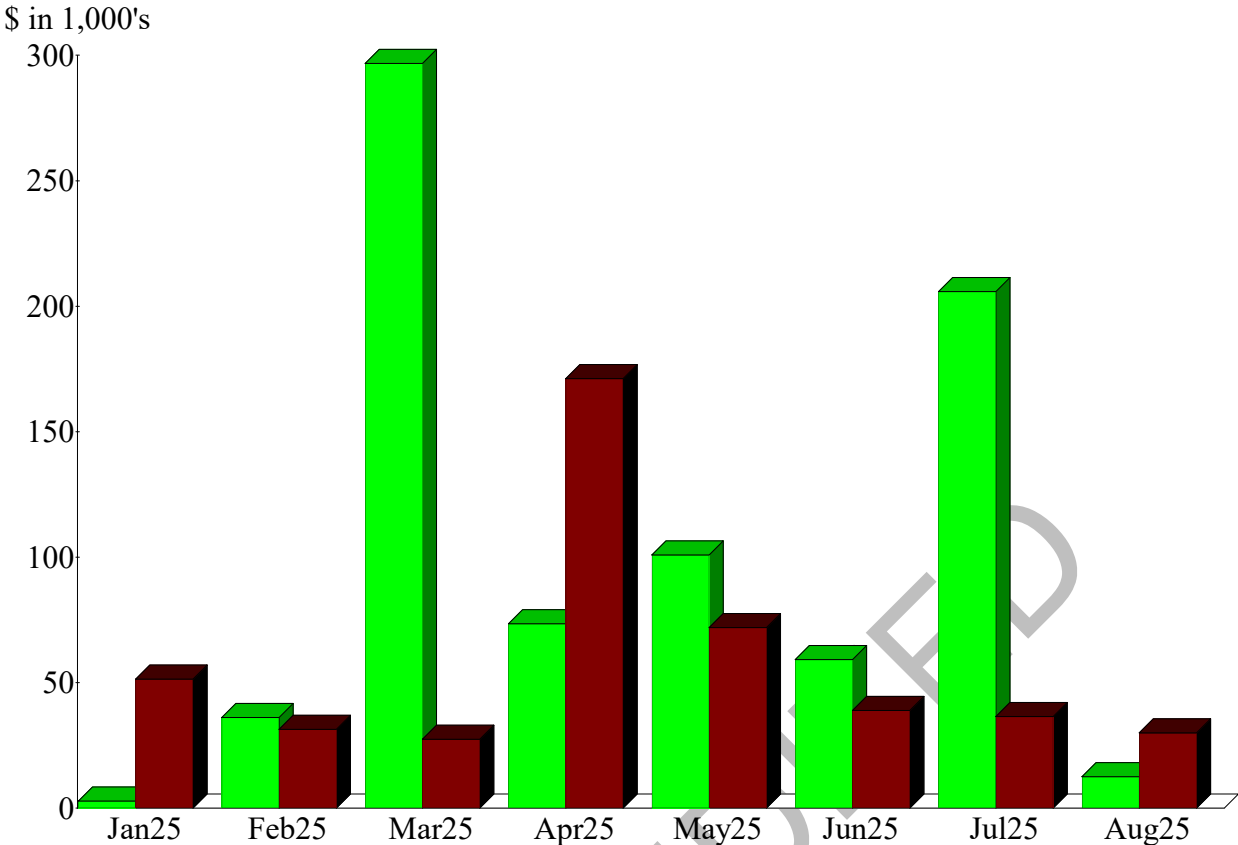
Capital Reserve Fund

	TOTAL				
	Aug 25	Jan - Aug 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	0.00	10,639.32			
Total 1-2000 · LODGE	0.00	10,639.32			
Total Expense	0.00	10,639.32	10,000.00	639.32	106.39%
Net Ordinary Income	0.00	-10,639.32	40,000.00	-50,639.32	-26.6%
Net Income	0.00	-10,639.32	40,000.00	-50,639.32	-26.6%

UNAUDITED

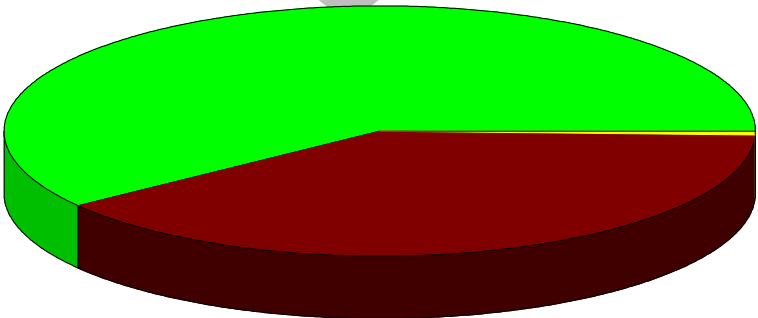
Income and Expense by Month
January through August 2025

Income
Expense

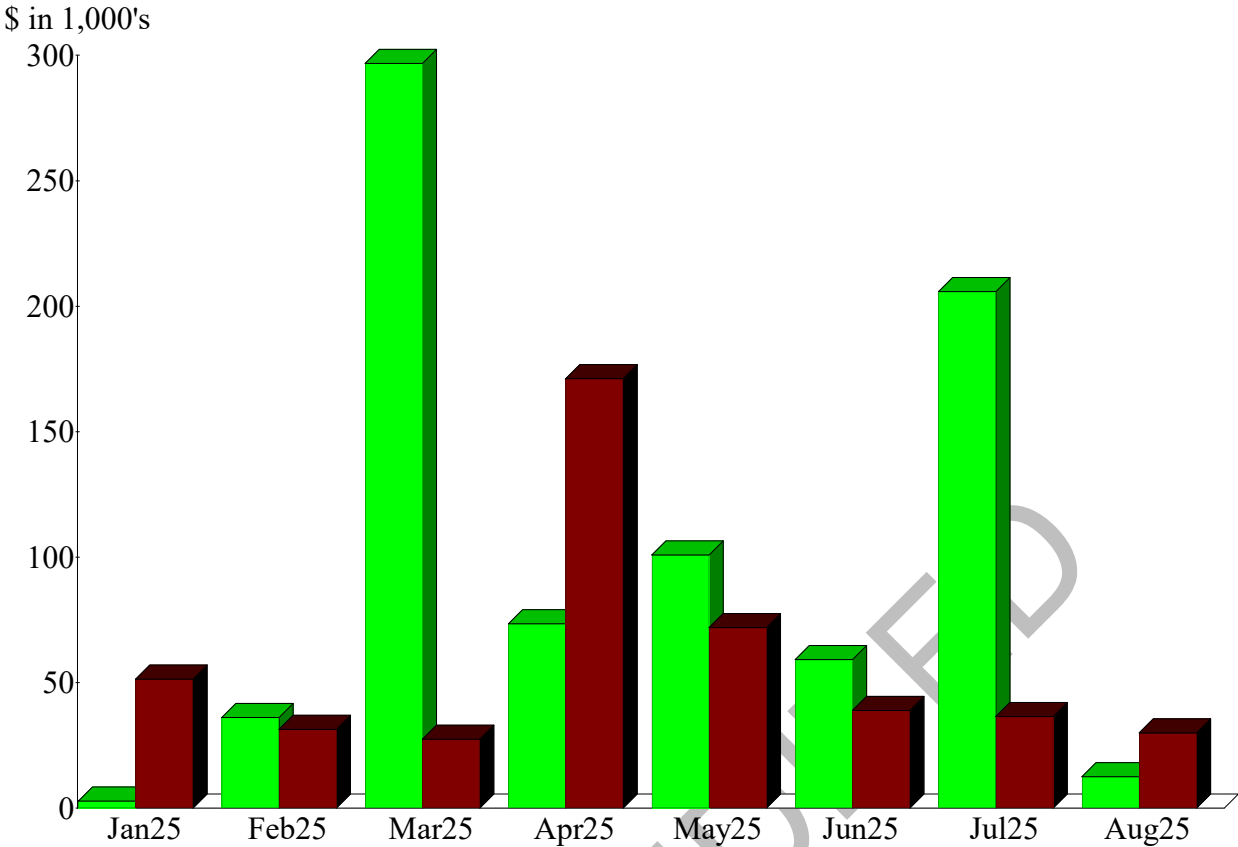


Income Summary
January through August 2025

1-100 · GF INCOME	60.25%
2-100 · DS INCOME	39.37
47800 · Insurance Claim	0.38
Total	\$787,661.07

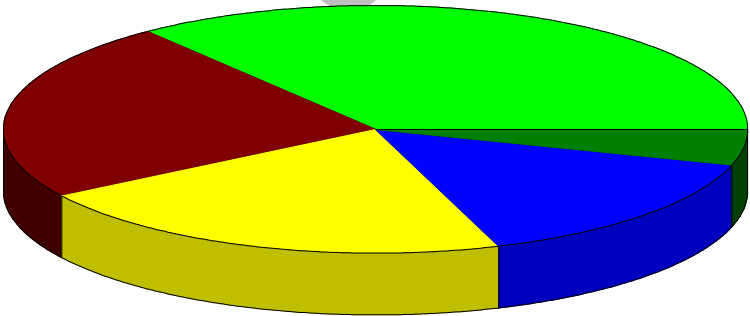


Income and Expense by Month
January through August 2025



Expense Summary
January through August 2025

1-3000 · GF EXPENSES	35.55%
2-1000 · DS EXPENSES	23.62
1-2000 · LODGE	21.49
1-1000 · SERVICES	15.08
1-4000 · OTHER	4.26
Total	\$459,012.23





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Cathedral Pines Metropolitan District

PAYMENT REQUEST

9/23/2025

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Adorkably Yours Creatives, LTD.	90125	9/1/2025	\$ 3,500.00	Auto Pay
Bill Heeter	90125	9/1/2025	\$ 1,584.74	
Black Hills Energy	5715886192	9/3/2025	\$ 26.78	Auto Pay
Code 3 Christmas Lights Ltd.	798	8/25/2025	\$ 8,387.20	Remaining Balance - 50% Deposit Placed 07/21
CO Special Districts Prop & Liab	26WC-61270-0288	8/14/2025	\$ 495.00	
Fyxon LLC	513	6/23/2025	\$ 570.00	
Fyxon LLC	654	7/14/2025	\$ 190.00	
Fyxon LLC	744	7/29/2025	\$ 190.00	
Fyxon LLC	806	8/11/2025	\$ 190.00	
Fyxon LLC	846	8/18/2025	\$ 190.00	
Fyxon LLC	877	8/25/2025	\$ 190.00	
Fyxon LLC	928	9/4/2025	\$ 190.00	
Fyxon LLC	953	9/8/2025	\$ 190.00	
J&E Electric	470324	8/21/2025	\$ 185.00	
LandTech	16983	8/31/2025	\$ 1,335.00	
LandTech	16930	9/2/2025	\$ 3,538.00	Monthly Invoice for September
LandTech	16625	8/27/2025	\$ 313.31	
LandTech	16411	8/13/2025	\$ 113.88	
Mountain View Electric	Various	8/20/2025	\$ 4,128.57	Auto Pay
Solitude Lake Management	PSI198575	9/1/2025	\$ 719.34	
Stratus IQ	90125	9/1/2025	\$ 194.49	
TWM	108122	9/1/2025	\$ 1,750.00	
WSDM Managers	971	8/31/2025	\$ 4,188.20	
TOTAL			\$ 32,359.51	

TOTAL \$ 32,359.51

Director _____

Eastern Colorado Bank Balance	\$ 243,370.82
This Months Payables	\$ (32,359.51)
Eastern Colorado Bank After Draw	\$ 211,011.31