



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
CATHEDRAL PINES METROPOLITAN DISTRICT
HELD MARCH 11, 2019
AT 2:00 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Cathedral Pines Metropolitan District was held on Monday, March 11th at 2 p.m., at 13977 Milam Rd., Colorado Springs, CO.

In attendance were Directors:

Bill Heeter
Ecton Espenlaub
Lynn Shepherd

Also in attendance were:

Jamie Adams, Warren Management
Kevin Walker, Walker Schooler District Managers

1. Call to Order: The meeting was called to order at 2:01 p.m. Director Shepherd moved to excuse Director Cawfield; seconded by Director Espenlaub. Motion passed unanimously.

3. Approval of the Agenda: President Heeter reported that without a full Board, Item 6.a would be postponed. Director Shepherd moved to approve the Agenda as amended; seconded by Director Espenlaub. Motion passed unanimously.

4. Approval of the February 11, 2019 Meeting Minutes: Director Espenlaub moved to approve the February 11, 2019 meeting minutes with minor changes as discussed; seconded by Director Shepherd. Motion passed unanimously.

5. Management Matters:

- a. Subcommittee reports
 - Lodge
 - Landscaping, Irrigation and Ponds
 - Trails – Ecton
 - Metro District Financing

Director Heeter discussed the formation of committees and respective chairs: Lodge Director Shepherd, Landscaping – Director Cawfield, Trails – Director Espenlaub, Metro District – Mr. Kelley, Communications – President Heeter. Director Espenlaub moved approval of the Committee structure, Director Shepherd seconded; motion passed unanimously.

Ms. Adams reported on the service to the Lodge refrigeration units for approximately \$400 and Mr. Walker the mold repair contractor had a cost overrun due to more extensive dry wall improvements and damage than expected; asked contractor to submit the extra costs for Board consideration. The Board had general discussion about adding trees to various medians; President Heeter suggested possibly using trees from homesites if they can be moved cost effectively. Coordination with the HOA and builders would be necessary. Ms. Adams discussed the slash stored at the County's trail head parking near the shed. Director Shepherd suggested putting Lodge documents on a site that can be accessed by the Board. Mr. Walker to look into developing that.

Director Shepherd discussed seeking a proposal for emergency alternative for Lodge management backup. Also recommended canceling the DEX marketing line item if possible.

President Heeter discussed tagging office furniture that was for keeping at the Lodge during the sale run up. Also requested approval for a dumpster for after the sale to clear all the remaining rubbish from the shed.

Ms. Adams discussed the detention pond and erosion and runoff that was entering the pond. Mr. Walker agreed to meet the engineer with Ms. Adams to review the pond situation.

Ms. Adams reviewed three proposals for excavation for the irrigation valve replacement. Excavation – 3 proposals. Director Espenlaub moved to accept the proposal from Down to Earth if additional costs for valve replacement are reasonable or if not the backup proposal from TAB with President Heeter to make the final decision, seconded by Director Shepherd. Motion passed unanimously.

- b. Lodge Rental Agreement and Management – Director Shepherd discussed finalizing the contract changes and a proposed discussion with Ms. Atkinson. Director Shepherd moved that a work session be held as a District Special Meeting on April 2nd, 2019 at 2:00 p.m. to develop short-term solutions and long-term management plans, second by Director Espenlaub; motion passed unanimously.
- c. Sale of Equipment in Storage Shed – President Heeter discussed the proposed auction of items in the shed. Planned for mid-April.
- d. Update on timing of installing Speed Limit signs on side roads – Director Espenlaub discussed that this would have to wait for the ground to thaw. Current construction of signs is not adequate. Director Espenlaub to check with the County regarding required mounting standards.
- e. Update on timing of installation of No Uncontrolled Dogs Allowed on Trails signs - Mr. Walker reported that the signs had been completed and delivered and that the County had then changed to regulations. The signs will need to be modified with a sticker to reflect the rule requiring dogs to be leashed.
- f. Update on New Parcel Boxes near Mail Station – Presidents Heeter discussed the pad that would be necessary to place three by four box improvements. Mr. Walker to coordinate getting final costs for this with a site visit and staking necessary prior to the contractor meeting. Also include the open space ped ramp at the Lodge and stump removal for the postal units.
- g. Tentative Plan to start grooming trail; when do training sessions start, additional materials/equipment needed, etc. – Director Espenlaub recommended keeping the road base and the concrete blocks that were at the shed out of the sale in order to allow them to be used trail repair. Board concurred.

- h. Legal Representation for 2019 – Mr. Walker will develop an RFP for legal assistance with the Service Plan amendment and get proposals from at least Mr. Susemihl and the HOA attorney.
- i. Financial Assistance to HOA – the HOA had not met recently so there was no update.
- j. Status of A/V upgrades to Lodge facility – President Heeter led a tour of the Lodge to discuss the recommendations from the av contractors. Board discussed the location of a projector and a screen behind the front door barrier. President Heeter will finalize the proposals prior to the next meeting.
- k. Update on snow plowing in area and John Frerichs departure/develop back-up plans – Mr. Walker will notify Mr. Frerichs on dates of tractor removal from the shed and ask for a solution to the snow/ice bump at Holmes and Vessey. Also ask about the curb damage at Milam and Saxon
- l. Update on HOA – See above HOA item.
- m. FEMA Update – no update
- n. Flag raising – flag raising volunteer had been identified.

6. Legal Matters

- a. Discussion of Board Candidate Interviews/Selection of new Board Member – postponed for one month.
- b. Discussion of Mill Levy/Gallagher Adjustment/Property Taxes Issues – Mr. Walker and Mr. Kelley discussed the status of this review. They recommended that a service plan amendment be developed for submittal to El Paso County Board of County Commissioners that would clarify expanded services (tree chipping and slash, covenant enforcement, etc.) and request the mill levy for O&M be increased to reflect the past 13 years of practice and the needed levy. Mr. Kelley suggested a 5- and 10-year capital budget process be developed.

7. New Business – None.

8. Financial Matters

- a. Review of financials – Year and month to date. Director Espenlaub requested that the spreadsheet reflect monthly revenue and expenses by category.
- b. Acceptance of Unaudited Financial Statements as of February 28, 2019, the schedule of cash position updated as of February 28, 2019 and bank statements
- c. Approval of Payables for the Period Ending March 8, 2019 – Motion by Director Espenlaub, second by President Heeter to approve payables; motion passed unanimously.

9. Public Comment: - None

10. Other Business

- a. Next Meeting April 18, 2019

11. Adjournment: at 4:37 by President Heeter.

Respectfully Submitted,

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 11, 2019 MINUTES OF THE CATHEDRAL PINES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Bill Heeter, President

Lynn Shepherd, Vice President

Ecton Espenlaub, Treasurer

Gregg Cawfield, Assistant Secretary

Vacant, Director