

# Capstone Townhouse Association

## Notice of Annual Meeting

December 28, 2001

6:00 PM

Unit #1

Phyllis Dickson Residence

### AGENDA

- Roll Call – Verification of Proxies/Establish Quorum
1. Locate Minutes from prior years (if available)
  2. Robert's Rules of Order –speed and courtesy
    - a. motion to open discussion. i.e. "I move we paint the building pink."
    - b. Second to the motion is required
    - c. Discussion on the motion
    - d. Vote on the motion
    - e. Only reports by officers or motions and their votes should appear in the association minutes!
  3. Management Company Report
    - a. Vail Resort Rentals/Vistar Real Estate
    - b. Refrigerator magnets
    - c. 2001 taxes – hire CPA- Vail Bookkeeping
    - d. bank account signatures – need John's info
    - e. Financial report

- i. bank balances
      - checking \$2,353.46 as of 11/30/01
      - savings \$8,833.04 as of 11/30/01
      - reserves \$0.0 as of 11/30/01 (new account)
    - ii. balance sheet
    - iii. income statement
    - iv. accounts receivable
  - f. Vendor contracts – addresses changed
  - g. Trash contract – BFI -was \$159.81 now \$68.02  
saves \$91.79 per month or \$1,101.48 per year.
- 4. Old Business
  - a. Approval of minutes last meeting
  - b. Vistar Real Estate hired effective 12/1/01
- 5. New Business
  - a. Paint trash enclosure board – color match?
  - b. Jennifer Henise
    - i. no deposit books from prior years
    - ii. no owner's ledger from prior years
  - c. 2002 budget approval
- 6. Election of Officers
- 7. Adjourn
- 8. Refreshments