

Capstone Townhouse Association

Notice of Annual Meeting

December 19, 2002

6:30 PM

Unit #1

Phyllis Dickson Residence

AGENDA

- Roll Call – Verification of Proxies/Establish Quorum
(33% of members = 1.98 owners present)
1. 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!
 2. Management Company Report
 - a. Vail Resort Rentals/Vistar Real Estate
 - b. Roof replacement units 1&2
 - c. Roof drain enhancements units 1-6
 - d. Parking lot repairs
 - e. Monument sign installation

- f. Trash enclosure repairs
- g. Capstone complaint to CPA's re: Jennifer Henise
- h. Insurance replacement value analysis \$2,372,400 buildings coverage / 11,496s.f. = \$206.37 p.s.f.
- i. Water department meter replacement
- j. Colorado corporate status reinstated / Capstone
- k. Financial report
 - i. bank balances
 - ii. balance sheet
 - iii. income statement
 - iv. accounts receivable
- 3. Old Business
 - a. Approval of minutes last meeting 12/28/01
- 4. New Business
 - a. 2003 budget approval - \$125 per unit per quarter increase proposed (offsets insurance & water costs)
- 5. Election of Officers (3 persons / 1 year term)
 - a. Current Board
 - i. Bob Boymer – President
 - ii. Phyllis Dickson – Secretary
 - iii. Marc LeVarn – Treasurer
 - b. Nominations and elections
- Adjourn
- 6. Refreshments