

Capstone Townhouse Association

Notice of Annual Meeting

September 18, 2003

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 –for speed and courtesy
 - a. Motion to open discussion.
 - b. Second to the motion is required
 - c. Discussion on the motion
 - d. Vote on the motion
 - e. Only reports by officers, manager, or motions and their votes will appear in the association minutes!
 2. Management Company Report – Dale Bugby
 - a. Vail Resort Rentals/Vistar Real Estate
 - b. Parking lot crack filling
 - c. Insurance bids
 - d. Financial report
 - i. bank balances
 - ii. balance sheet

- iii. income statement
 - iv. accounts receivable
- 3. Old Business
 - a. Approval of minutes from meeting 12/19/2002
- 4. New Business
 - a. Approval of budget for 2004
 - b. Other issues from members
 - c. Election of Officers (3 persons / 1 year term)
 - Current Board
 - i. Bob Boymer – President
 - ii. Phyllis Dickson – Secretary
 - iii. Marc LeVarn – Treasurer
 - d. Adjourn
- 5. Refreshments