

# Capstone Townhouse Association

## Notice of Annual Meeting

September 9, 2004

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. Financial report
      - i. bank balances
      - ii. balance sheet
      - iii. income statement
      - iv. accounts receivable

3. Old Business
  - a. Approval of minutes from meeting 9/18/2003
4. New Business
  - a. Approval of budget for 2005
  - 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