

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

Capstone Townhouse Association
 c/o Vistar Real Estate, Inc.
 635 N. Frontage Road, #1
 Vail CO 81657

AS OF 11/30/01

DOLLARS

ASSETS

CURRENT ASSETS

1000	Checking	2353.46
1200	Savings	8833.04

ASSETS	TOTAL	11186.50
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LIABILITIES

CURRENT LIABILITIES

2000	Business Accounts Payable	2894.36
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LIABILITIES	TOTAL	2894.36

EQUITY

OWNER EQUITY

3000	Current Year Income	8292.14
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EQUITY	TOTAL	8292.14

TOTAL LIABILITIES AND EQUITY		11186.50
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Accounts Receivable Customer Report

Customer Code	Deleted?	Total Sales
Customer Name/Address	Shipping Name/Address	2001 Sales
		2000 Sales
		Income Acct
		Service Chg?
1		500.00
Phyllis Mango Dickson		500.00
1817 Meadow Ridge Road #1		0.00
		5000
Vail	CO 81657	YES
(970) 479-0365		
2		500.00
Nelson and Diane Prager		500.00
2200 E. Grand Ave.		0.00
		5000
Englewood	CO 80110	YES
(303) 788-0769		
3		500.00
John Nadler		500.00
c/o Crossroads Realty Ltd.		0.00
P.O. Box 1292		5000
Vail	CO 81657	YES
(970) 476-6148	(440) 207-5896	
(969) - Fax		
4		500.00
Maria and Marc Le Varn		500.00
1817 Meadow Ridge Road, #4		0.00
		5000
Vail	CO 81657	YES
5		500.00
Ralph Hajosy		500.00
5460 Brook Ridge Drive		0.00
		5000
Dunwoody	GA 30338	YES
(770) 399-6793	(770) 399-7627	
6		500.00
Bob Boymer		500.00
P.O. Box 1001		0.00
		5000
Vail	CO 81658	YES
(970) 476-2958	(970) 479-9119	



OF L
17 VAIL RD
VAIL CO 81657-5708

24-HOUR TELEPHONE BANKING,
CALL 303-274-5000
TO APPLY FOR A LOAN OR OPEN AN ACCOUNT,
CALL 303-238-9000
IF OUTSIDE METRO DENVER,
CALL 1-800-964-3444

4-0229 *****AUTO** 5-DIGIT 81657



CAPSTONE TOWNHOUSE ASSOC
1817 MEADOW RIDGE RD APT 4
VAIL CO 81657-4786

ACCOUNT NUMBER	229-054-9045
STATEMENT DATE	11-30-2001
INTEREST PAID THIS YEAR	N/A
RESERVE FINANCE CHARGE PAID THIS YEAR	N/A

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

ACCOUNT SUMMARY -- SAFEKEEPING CHECKING ACCOUNT \$500 MINIMUM

CLOSING BALANCE FROM PREVIOUS STATEMENT.....	DATE: 10-31-2001	2,676.29
0 DEPOSITS AND OTHER ADDITIONS TOTALING.....		.00+
4 CHECKS AND OTHER WITHDRAWALS TOTALING.....		322.83-
CLOSING BALANCE FOR THIS STATEMENT.....	DATE: 11-30-2001	2,353.46

MINIMUM BALANCE OF 2,353.46 ON..... 11-08-2001

CHECKS AND OTHER WITHDRAWALS * SHOWS BREAK IN CHECK NUMBER, # SHOWS NOT MACHINE READABLE

CHECK#.....	AMOUNT...	DATE	CHECK#.....	AMOUNT...	DATE	CHECK#.....	AMOUNT...	DATE
2008	159.81	11-08	2010	103.92	11-07			
2009	9.10	11-02	2011	50.00	11-05			

DEPOSITS AND OTHER ADDITIONS

NO DEPOSITS THIS CYCLE

DAILY BALANCE SUMMARY

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
11-01	2,676.29	11-05	2,617.19	11-08	2,353.46
11-02	2,667.19	11-07	2,513.27		

EARNINGS AND ACTIVITY CHARGE SUMMARY

BALANCE INFORMATION
 AVERAGE ACCOUNT BALANCE 2,418
 AVERAGE COLLECTED BALANCE 2,418
 MINIMUM ACCOUNT BALANCE 2,353

ACTIVITY CHARGE SUMMARY
 4 DEBITS
 0 CREDITS
 0 DEPOSITED ITEMS
 0 CHARGEBACKS .00

TOTAL ACTIVITY CHARGES .00

HOW ARE WE DOING?

WE ARE WORKING VERY HARD TO MAINTAIN THE HIGHEST LEVEL OF CUSTOMER SERVICE POSSIBLE. BUT IF WE MAKE A MISTAKE, OR YOU RECEIVE POOR SERVICE FROM ANY OF OUR EMPLOYEES, WE WANT YOU TO LET US KNOW. PLEASE CALL ONE OF OUR CUSTOMER REPRESENTATIVES AT 303-231-2000 (OUTSIDE METRO DENVER: 1-800-230-1060) WITH ANY QUESTION OR COMPLAINT. WE WILL DO OUR BEST TO SOLVE YOUR PROBLEM. IF OUR SERVICE HAS BEEN ESPECIALLY GOOD, WE'D LIKE TO HEAR ABOUT THAT TOO. WE WELCOME ANY SUGGESTIONS YOU MIGHT HAVE ABOUT NEW PRODUCTS OR WAYS WE COULD IMPROVE OUR SERVICE TO YOU. THANK YOU FOR BANKING WITH US!



OF IL
17 MIL RD
VAIL CO 81657-5708

24-HOUR TELEPHONE BANKING,
CALL 303-274-5000
TO APPLY FOR A LOAN OR OPEN AN ACCOUNT,
CALL 303-238-9000
IF OUTSIDE METRO DENVER,
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229 *****AUTO** 5-DIGIT 81657



CAPSTONE TOWNHOUSE ASSOC
1817 MEADOW RIDGE RD APT 4
VAIL CO 81657-4786

ACCOUNT NUMBER	229-631-3159
STATEMENT DATE	11-30-2001
INTEREST PAID THIS YEAR	160.44
MATURITY DATE	N/A

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

ACCOUNT SUMMARY -- REGULAR SAVINGS ACCOUNT

\$100 MINIMUM

CLOSING BALANCE FROM PREVIOUS STATEMENT.....	DATE: 10-31-2001	8,817.72
1 DEPOSITS AND OTHER ADDITIONS TOTALING.....		15.32+
0 WITHDRAWALS AND OTHER DEDUCTIONS TOTALING.....		.00-
CLOSING BALANCE FOR THIS STATEMENT.....	DATE: 11-30-2001	8,833.04
MINIMUM BALANCE OF	8,817.72+ ON.....	11-01-2001
NUMBER OF DAYS IN PERIOD.....		32
INTEREST EARNED.....		15.32
ANNUAL PERCENTAGE YIELD EARNED.....		2.00%

TRANSACTIONS POSTED SINCE THE PREVIOUS STATEMENT

DATE	AMOUNT	DESCRIPTION	BALANCE
11-30	15.32+	INTEREST THROUGH 12-02-2001	8,833.04

RATE DISCLOSURE -- VARIABLE RATE

APY = ANNUAL PERCENTAGE YIELD

EFFECTIVE DATES	11-01 THROUGH 12-02	INTEREST RATE	1.98%	APY	2.00%
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2002 PROPOSED BUDGET

Capstone Townhouse Association
c/o Vistar Real Estate, Inc.
635 N. Frontage Road, #1
Vail CO 81657

IN DOLLARS

BUDGET
12/01/01
TO 11/30/02

INCOME

INCOME

5000 Association Dues	12000.00
5100 Interest	150.00
5200 Miscellaneous	0.00
5300 Special Assessment	0.00

INCOME	TOTAL	12150.00
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GROSS PROFIT (LOSS)		12150.00
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EXPENSES

EXPENSES

4000 Accounting	250.00
4050 Bank Fees	50.00
4100 Electric - Commons	160.00
4150 Income Taxes	30.00
4200 Insurance	2460.00
4250 Landscaping - Commons	250.00
4300 Legal Fees	0.00
4350 Maintenance - Grounds	250.00
4400 Maintenance - Buildings	150.00
4450 Management Fees	1800.00
4500 Miscellaneous	0.00
4550 Office Expense	100.00
4600 Snow Removal	2600.00
4650 Trash	900.00
4700 Water & Sewar	1500.00

EXPENSES	TOTAL	10500.00
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NET PROFIT (LOSS)		1650.00
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