

# Vail Townhouses Condominium Association

## Notice of Annual Meeting

October 20, 2003

8:30am

Law Offices of Orten & Hindman

11901 W. 48<sup>th</sup> Avenue

Wheat Ridge, CO 80033

(303)-432-9999

Members who wish to participate by phone will need to call the dial-in number: **1.888.346.3950**

**Or international: 1.404.260.5380**

Then punch in the entry code: **374165#** - (be sure to punch in the # key at the end of the code)

## AGENDA

- Roll Call – Verification of Proxies/Establish Quorum  
(51% of aggregate voting percentages of membership present in person or by proxy)
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 – Vistar Real Estate
    - a. Dale Bugby new manager as of 7/1/03

- b. Balcony repairs
  - c. Roof repairs
  - d. Insurance coverage update
  - e. Painting exterior
  - f. Square footage changes (re-measure complex & update owner's pro-rata shares including re-mapping of Declaration)
  - g. Financial report
    - i. bank balances
    - ii. balance sheet
    - iii. income statement
3. Old Business
- a. Approval of annual meeting minutes from meeting 4/8/02
  - b. Pan Eagle construction update
    - i. Planter wall upgrades in front of Unit 2
    - ii. Lease of General Common Elements/Unit 2
    - iii. Progress report from Pan Eagle
4. New Business
- a. Decs, Bylaw & House Rule revisions
    - i. Annual audit requirement (bylaws IV3k)
    - ii. Annual appraisal requirement (bylaws IV3d)
    - iii. Annual meeting date requirement 12/28<sup>th</sup> (bylaws III3)
  - b. Privacy fencing & planter upgrades all units
  - c. Other issues from members
  - d. Approval of budget for 2004
  - e. Election of Board Members (1 person each year for 3 year terms)  
Current Officers (Seats Not Specified)
    - i. Debbie Welles – term expires 2003

ii. Margot Pritzker – term expires 2005

iii. Richard Parker – term expires 2004

f. Adjourn

5. Refreshments and informal discussions

Enclosures:

(Proxy form)

(Map to Orten's office)