



How to Submit an Electronic Vote in Advance

The Highlands Community Association, Inc has enlisted the services of GetQuorum, a company specializing in corporate governance services and electronic voting.

OPENING THE ADVANCE VOTING TOOL

You will be receiving an email with information about the meeting and the ability to cast your proxy in advance. The email will be from your board of directors. Please check your spam folder if the email is not in your inbox.

Click the blue **COMPLETE YOUR PROXY** button and proceed to the next steps.

The Highlands Community Association, Inc
Notice of Annual General Meeting
Monday, September 26th 2022, 7:00 pm EDT

Notice is hereby given of the Annual General Meeting of the The Highlands Community Association, Inc taking place virtually on Monday, September 26th 2022, 7:00 pm EDT. The agenda and details of the meeting can be found in the notice package attached.

If you cannot attend the meeting, submit a proxy

If you are unable to attend the meeting you may submit a Proxy online by Monday, September 26th 2022, 12:00 pm EDT to be counted.

COMPLETE YOUR PROXY

Important: please note that the proxy tool may not work on some older web browsers such as Internet Explorer. The best experience we find is on Google Chrome but it will also work on the latest versions of Safari and Firefox.

Best Regards,

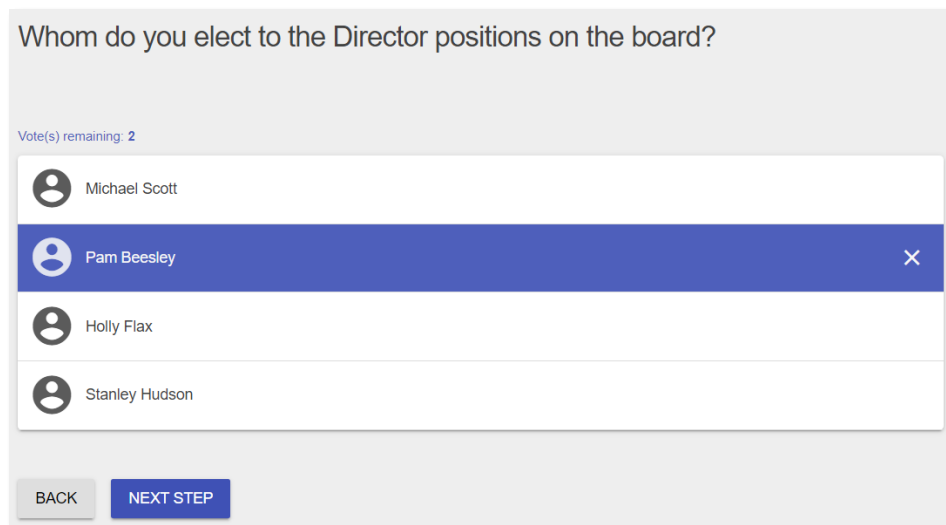
Highlands Community Association Board of Directors

USING THE ADVANCE VOTING TOOL

Clicking the blue **COMPLETE YOUR PROXY** button will lead you to a new tab in your browser where you'll be presented with information about your meeting. It also gives you the opportunity to verify your voting information.

Voting in the Election(s)

To vote in the election, you'll be presented with a question similar to the one shown in the image below. Based on this year's election requirements, you'll be able to select your candidates.



Whom do you elect to the Director positions on the board?

Vote(s) remaining: 2

- Michael Scott
- Pam Beesley
- Holly Flax
- Stanley Hudson

BACK NEXT STEP

Voting on the Amendment

To vote on the amendment, you'll be presented with a question similar to the one shown in the image below where you'll be able to make your selection.



Are you in favour of approving the amendment?

- In favour
- Against
- Abstain

NEXT STEP

You'll have an opportunity to review your selection(s) before submitting your proxy.