

The Highlands Community Association, Inc.
c/o ACS West Inc., AAMC®
1904 Byrd Avenue
Suite 100
Richmond VA, 23230
(804) 282-7451 / FAX: (804) 282-9590

08/23/2023

Mr. & Mrs. Resident
12345 Name of Road
Chesterfield VA 23838

Re: 2023 Annual Meeting Notice for 12345 Name of Road

THE HIGHLANDS COMMUNITY ASSOCIATION, INC.
ANNUAL MEMBERSHIP MEETING

MEETING NOTICE

In accordance with Article II, Section 3 and Section 5 of the Bylaws of The Highlands Community Association, Inc, notice is hereby given of the Annual Meeting of the Members. **Registration begins at 5:00pm and the annual meeting will commence at 7:00pm on Tuesday, September 19, 2023** at The Reserve, 8136 Highland Glen Drive. The purposes of this annual meeting are to discuss the status of the Association, elect new board members, and to conduct such business as may properly come before the membership.

There will be two (2) openings on the Board. If you would like to be nominated, it is not too late, please contact Sam King at samk@acswest.org. Enclosed are bios and a ballot of current owners running for the board.

There is also a Capital contribution amendment to be voted on by the owners during this meeting. Please review the amendment and vote.

For those unable to attend this meeting, a Proxy/Ballot is enclosed. Please mail your Proxy to The Highlands Community Association via ACS West, Inc. at the address below by Tuesday, September 19, 2023. Proxies can also be given to a member who will attend the meeting.

A brief board meeting will follow the annual meeting.

Sincerely,

Samuel R King CMCA®, AMS®
Community Manager