

HIGHLANDS COMMUNITY ASSOCIATION
1904 BYRD AVE SUITE 100
RICHMOND VA 23230



CHESTERFIELD VA 23838

September 03, 2026

Annual Membership Meeting for The Highlands Community Association, Inc.

Dear Owner(s),

In accordance with the governing documents of The Highlands Community Association, Inc., you are hereby notified of the Annual Membership Meeting of the Association. Please see below for important information regarding this meeting.

Registration begins at 5:30- 6:45pm and the annual meeting will commence at 7:00pm on Thursday, September 24, 2026 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. For the board to be able to conduct business at the annual meeting, quorum has to be met. The quorum is counted as the number in attendance whether in person or by proxy delivered to the election committee. **Quorum at this meeting is 449 members or 25% of the membership.**

Whether or not you plan to attend the meeting, for the purposes of establishing a quorum and voting on the business noted on the ballot, please complete the Proxy/Ballot Form and return it to ACS West, Inc. via email to samk@acswest.org, via mail to 1904 Byrd Avenue, Suite 100, Richmond, VA 23230 or fax it to (804) 282-9590 no later than 4:00 p.m. on the day of the meeting.

Proxy forms will be accepted at the meeting up until the start of business. If you attend the meeting, you may revoke your previously submitted Proxy/Ballot. Only one Proxy/Ballot can be submitted per lot. Irregular Proxy/Ballots will be rejected. The decision of the Secretary as to the validity of a Proxy/Ballot is final. An executed copy of the Power of Attorney must accompany Proxy/Ballots signed by a person who has a Power of Attorney for a homeowner. Proxy/Ballots executed by an officer of a corporation must be accompanied by a resolution of the corporation giving authority to that officer to cast the vote of the corporation.

On behalf of The Highlands Community Association, Inc.

This Community is Professionally Managed By: Association Community Services West
(804) 282-7451 | home.acswest.org

Voting Process

- Each household is entitled to one (1) vote unless otherwise stated below (see details Article III (b)).

(a) The members of the Corporation shall be every Owner and Residential Tenant as defined in the Covenants.

(b) There shall be the following two (2) classes of membership in the Corporation:

(1) Type "A" Members shall be all Owners, including the Proprietors, their successors and assigns, of Residential Lots, and/or Tenants occupying Family Dwelling Units. A Type "A" Member shall be entitled to two (2) votes except that if a Family Dwelling Unit is occupied by a Tenant as is principal residence, the Owner shall be entitled to one (1) vote and the Tenant shall be entitled to one (1) vote.

(2) Type "B" Members shall be the Proprietors. The Type "B" Member shall be entitled to cast votes for the election of Members of the Board of Directors as set out in Article IV herein.

- Example – Bob and Mary Johnson are voting! Bob wants Ronald, Chipper and Tiger. Mary wants Austin, Chipper and Tiger. **Each column should have three checks.**

	Owner 1 / Resident 1	Owner 2 / Resident 2
Austin Riley		✓
Ronald Acuna	✓	
Chipper Jones	✓	✓
Tiger Woods	✓	✓

- If you fall under the owner/tenant exception, please only write in one column of voting, as the ballot will be mailed to owner for the other vote.

THE HIGHLANDS COMMUNITY ASSOCIATION, INC.

**ANNUAL MEETING
September 24, 2026**

AGENDA

- I. 5:30- 6:45pm Registration
- II. 7:00pm Meeting called to Order
- III. Introductions of the Board members and Manager
- IV. Quorum Certification and Proof of Notice of Meeting
- V. Approval of the 2025 Annual Meeting Minutes
- VI. Reports
 - 1. President's Report
 - 2. Treasurer's Report
 - 3. Committee Reports
- VII. Election Process
 - 1. Introductions of Candidates
 - 2. Open the floor for Nominations if applicable
- VIII. Vote on Election of Directors
- IX. Volunteer of the Year Award
- X. Constructive Comments from the Membership
- XI. Unfinished Business
- XII. New Business
- XIII. Election and Voting Results
- XIII. Adjournment

*There will be a brief Board of Directors Meeting following the Annual Meeting.

NOTE:

PLEASE OBSERVE ROBERT'S RULES OF ORDER. Audience members are welcome to address the Board during Section XI, Constructive Comments from the Membership. This section is intended to provide audience members an opportunity to give input to the Board of Directors. The Board will take any input under advisement but may not respond immediately as they proceed with the planned business of the Association. The Board reserves the right to limit this section of the meeting to a time they believe is appropriate.

Biography of Nominees 2026

JIM HALE



My wife and I have made our home in the Highlands since 1998, where we raised our two sons. We are members of Ironbridge Baptist Church and my hobbies include fishing, visiting local wineries, travelling and being a proud member of the Nifty Fifties+ club. I have served on the board of directors for the past four years and I hope to continue to work with the board, committees and homeowners as we address the future needs of our members. During this same time period I have also served as a member and board liaison to the Architectural Review committee, liaison to the Landscaping, Lakes and Trails, Clubhouse and Strategic Planning committees. It was my honor to serve on the committee that planned the celebration of our nation's 250th birthday, Memorial Day ceremony, creation and dedication of our flag plaza and memorial paver garden that is located at the Highlands Lake clubhouse. The past two years we have experienced significant upgrades to our aging assets/amenities, that have included the refurbishing of the interior and exterior of the Highlands Lake clubhouse, upgrading the restrooms at the pool, extending the parking lot at the Lake Margaret clubhouse, resealing the parking lots and doubling the size of our playground by adding new equipment and basketball court, which we refer to as "Highlands Square Garden". These actions were supported unanimously by the board of directors and volunteers and funded by the prudent use of our reserve accounts. 2027 will be yet another active year as we will need to further understand and allocate funding for projects that are described in our current reserve study. We will complete the requirements for certification of the dam on the Highlands Lake, as well as our emergency action plan for the dam and the Sundial Farms pond dam. There are also several upgrades to the pools that are noted in the reserve study that we will need to address in the off season. During the next two years we will also need to begin to identify areas that will be added to our next reserve study update that is currently scheduled to take place in 2028 and to work with the Strategic Planning committee, the board and members to review our current CC&Rs and bylaws to determine if revisions are required. Improving the timely and effective communications between the board and our members by implementing the use of email and snail mail, developing a thorough understanding of how we can maximize the use of Vantaca and other yet to be defined methods. Continuing to improve our relationship with ACS West is also always very high on my priority list. I also plan to continue to follow the progress on remediating the environmental crisis at the Shoosmith Landfill site, the plans for approving and constructing the Fire & EMS facility in the Nash/Woodpecker Road area and to add our voices to the impact of future AI data centers on our community, as well as Chesterfield County. I am respectfully asking for your support to continue this work for the next three years.

Jim Hale

Director, Highlands