

**Collington Community Association, Inc.**  
c/o ACS West, Inc., AAMC®  
1904 Byrd Avenue Ste 100  
Richmond, VA 23230  
(804) 282-7451; (804) 282-9590 fax

September 1, 2022

Re: Annual Meeting Information

Dear Homeowner(s).

The Collington Community Association will hold their Annual Meeting of the Membership on September 19, 2022 at 7:00 PM, in the auditorium of Bailey Bridge Middle School at 12501 Bailey Bridge Road, Midlothian, VA 23112. The purpose of the meeting is to review the accomplishments of the past year, review future projects, and elect two members of the Board of Directors.

A ballot/proxy has been included with this letter. If you do not plan to attend the Annual Meeting, please choose **ONE** of the **voting options** below to vote/turn in your ballot/proxy. **Mail, FAX, & Email due before 4 p.m. Monday, September 19<sup>th</sup>, 2022.**

**Mail:** Collington Community Association, C/O ACS West, Inc., 1904 Byrd Ave Ste 100, Richmond VA 23230. **Email:** leeann@acswest.org, **Fax:** 804-282-9590. **IN PERSON:** Complete your ballot, bring ID, drop off at the Collington Clubhouse Friday, September 16 from 5-8 or Saturday September 17<sup>th</sup> from 10 am - 3 pm. Proxies/ballots can be dropped off on September 19<sup>th</sup> from 6:00 pm -6:59pm at Bailey Bridge Middle School.

The decision of the Treasure as to the validity of a proxy is final. An executed copy of the Power of Attorney must accompany proxies signed by a person who has a Power of Attorney for a homeowner. Proxies executed by an officer of a corporation must be accompanied by a resolution of the corporation give authority to that officer to case the vote of the corporation. Proxies must be signed by all legal owners(s) of a unit to be valid.

**Agenda**

1. Welcome and Call to Order
2. Quorum Certification
3. Proof of Notice of Meeting
4. Constructive Comments from the Membership
  1. 15-minute period, 2 minutes per speaker
5. Reports
  1. Committee Reports
  2. Officer Reports
6. Presentation on Community Debt
7. Voting results
- 8 Adjournment

Please plan to attend this meeting of your Association and participate in the decisions affecting your community. We look forward to seeing you at the Annual Meeting of the membership. Please do not hesitate to call our office if you have any questions or comments. The board will meet at the close of the Annual meeting to elect officers.

Sincerely,  
The Collington Board of Directors