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**Date:** October 6, 2025  
**To:** College Square Association Homeowners  
**From:** Atlantic Community Management  
**Re:** Annual and Budget Meeting, Proxy, Candidate Interest Form, Proposed Budget

The Annual Meeting of the College Square Association has been scheduled for 5:00PM on October 28, 2025 at River Stone Chophouse, 8032 Harbour View Blvd, Suffolk, VA 23435. An appetizer buffet will be served!

Enclosed, please find a Proxy for your use in the event you may not be able to attend the Annual Meeting. It is important to the welfare of the community that you execute and return a proxy to management or a current Director of the Board. Please do this even if you intend on attending the meeting. Situations may arise that may prohibit your attendance and your representation at the meeting is important. This proxy will allow the person assigned to the proxy to vote in whatever manner they choose. If submitting a proxy in lieu of your attendance, please be advised that the proxy's vote will be deemed as your official consent for your vote for the chosen candidate. If you attend the meeting, you will be allowed to vote and your proxy will be negated.

The purpose of the Annual Meeting is to elect a Board of Directors. There are two director positions up for election for a three year term. Please find the enclosed Candidate Interest Form if you are interested in joining the 2026 Board of Directors.

Finally, please find the Proposed Budget which includes a \$5 per month increase for 2026. Please submit any related questions to [collegesquare@atlanticmgt.com](mailto:collegesquare@atlanticmgt.com) prior to the meeting date, as the Board plans to formally adopt this Budget during meeting.

**College Square Association**  
**ANNUAL MEETING PROXY FORM**

CHOOSE **ONE** PLEASE:

(a) (\_\_\_\_) I/we hereby ASSIGN my/our proxy to **the President of the Board of Directors** to:

(Check One):

\_\_\_\_ vote on my/our behalf using his or her best judgment for any matter that may come before the Association at the October 29, 2025 Annual Meeting.

\_\_\_\_ be counted for purposes of **quorum only** and NOT to vote for or against any matter that may come before the Association at the October 29, 2025 Annual Meeting.

(b) (\_\_\_\_) I/we hereby ASSIGN my/our proxy to the **following individual**. This individual is: (Check One):

\_\_\_\_ A member in good standing of College Square Association

Name: (please print): \_\_\_\_\_

Address (please print): \_\_\_\_\_

\_\_\_\_ A Board member of College Square Association

Name: (please print): \_\_\_\_\_

Address (please print): \_\_\_\_\_

\_\_\_\_ Other (an agent I appoint to vote on my behalf)

Name: (please print): \_\_\_\_\_

Address (please print): \_\_\_\_\_

**WARNING: THIS PROXY IS CONSIDERED NULL & VOID IF UNIT OWNER INFORMATION BELOW IS NOT COMPLETED**

OWNER'S SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

Any proxy issued for a Unit owned by more than one record owner requires that each record owner sign this proxy. If there are additional owners of record, please have each owner sign this proxy by adding their name(s) below. Failure to have each record owner sign the proxy will result in an invalid proxy. Additional pages may be used as may be necessary.

OWNER'S SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

This Proxy shall remain valid for the duration of the October 29, 2025 Annual Association Meeting. This proxy shall terminate at the close of the first meeting held or upon any recess or adjournment of the meeting. This proxy is uninstructed, which means that the person voting for me may vote his or her conscience and is not required to vote as I instruct either for or against any particular measure at the meeting unless this proxy is to be counted only for the purpose of quorum, in which case the proxy shall not count as a vote for or against any measure at the meeting. This proxy, once properly completed, shall not be revocable without actual notice of revocation to the person presiding over the annual meeting.

**PLEASE RETURN THIS PROXY NO LATER THAN OCTOBER 28, 2025 to;**

**Atlantic Community Management**

**5520 Greenwich Rd., Suite 201**

**Virginia Beach, VA 23462**

**Fax: (757) 473-3020**

**or via email: [collegesquare@atlanticmgt.com](mailto:collegesquare@atlanticmgt.com)**

**College Square Association**  
**BOARD OF DIRECTORS**  
**CANDIDATE APPLICATION**

**BOARD OF DIRECTORS (BOD) CANDIDATES**

If you are interested in serving on the **College Square Association Board of Directors**, please fill out this form and return it to Management at the address below. Board applicants and members must be in good standing.

Yes, I am interested in being considered for the BOD.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Bio Info: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reasons you want to serve on the BOD: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

All candidate applications will be reviewed by the Board of Directors.

By submitting this form, I hereby give permission for my personal statements to be published  
within the College Square Association.

**Please return completed to:**

**College Square Association**  
**c/o Atlantic Community Management Corp.**  
**5520 Greenwich Road, Suite 201 Virginia Beach, VA 23462**  
**Fax: 757-473-3020 or Email: collegesquare@atlanticmgt.com**

**College Square Proposed 2026 Budget**

|                                                | 2025 Budget      | 2026 Proposed    |
|------------------------------------------------|------------------|------------------|
| <b>Income</b>                                  |                  |                  |
| <b>Account</b>                                 |                  |                  |
| 06310 ASSESSMENTS                              | \$403,200        | \$416,640        |
| 06340 LATE FEES                                | \$1,000          | \$2,000          |
| 06485 INTEREST INCOME                          | \$2,500          | \$2,000          |
| <b>Total</b>                                   | <b>\$406,700</b> | <b>\$420,640</b> |
| <b>Expense</b>                                 |                  |                  |
| 08430 UNCOLLECTED ASSESSMENTS                  | \$5,000          | \$5,000          |
| 08510 AUDITING EXPENSES                        | \$3,000          | \$3,000          |
| 08520 LEGAL COLLECTIONS                        | \$3,000          | \$3,000          |
| 08540 LEGAL EXPENSES                           | \$1,000          | \$1,000          |
| 08550 INSURANCE                                | \$84,666         | \$86,000         |
| 08590 MANAGEMENT FEE                           | \$48,479         | \$48,479         |
| 08591 WEBSITE (ATLANTIC DIGITAL)               | \$2,400          | \$1,800          |
| 08595 MISC EXP/GEN/ADMIN/STORAGE               | \$2,000          | \$2,000          |
| 08600 PRINTING/POSTAGE                         | \$2,580          | \$2,000          |
| 08630 COUPON BOOKS                             | \$0              | \$0              |
| 08710 BUILDINGS/ROOF/LANDSCAPE EXTRAS          | \$30,432         | \$40,000         |
| 08720 LAWN CONTRACT                            | \$54,143         | \$55,083         |
| 08721 MULCH                                    | \$0              | \$0              |
| 08722 TREE MAINTENANCE                         | \$6,000          | \$6,100          |
| 08723 FENCE MAINTENANCE                        | \$2,000          | \$2,100          |
| 08770 COMMON AREA MAINTENANCE                  | \$0              | \$0              |
| 09910 LONG TERM REPLACEMENT RESERVES           | \$145,000        | \$148,078        |
| 09920 OPERATING RESERVES                       | \$17,000         | \$17,000         |
| <b>Total</b>                                   | <b>\$406,700</b> | <b>\$420,640</b> |
| <b>Assessment</b> due on the 1st of each month | <b>\$155.00</b>  |                  |