



INNSBROOK OWNERS' ASSOCIATION, INC.

Notice of Special Meeting

September 2, 2025

Dear Owner:

A special meeting of the Innsbrook Owners' Association, Inc. ("Association"), has been scheduled for the Association members to consider amendments to the Association governing documents – including the Articles of Incorporation, the Bylaws, and the Protective Covenants (also known as the Declaration), proposed by the Board of Directors. The meeting will be held as follows:

Date and Time: October 1, 2025, at 11:30 A.M
Place: Highwoods Plaza Conference Room
4470 Cox Road Suite 180 Glen Allen VA 233060

or you may participate remotely via

Microsoft Teams: Meeting ID: 222 210 806 087 6 Passcode: TB3x5mY9

Purpose: Membership Vote to Proposed Governing Document Amendments

The Board has spent considerable time developing the proposed amendments, with the assistance of Association legal counsel, and encourages the Association membership to approve the proposed amendments. Generally, if approved, the amendments will facilitate the more efficient governance and operation of the Association and the Innsbrook community, which has developed significantly over the last couple decades. An Executive Summary of Proposed Amendments ("Executive Summary"), which summarizes some of the more pertinent governing document amendments being proposed, is enclosed. Owners also can access clean copies of the proposed amended governing documents on the Association website. <https://innsbrook.com/governance/> The proposed amendments will be discussed in more detail at the meeting. A Meeting Agenda also is enclosed.

Whether or not you can attend the meeting, please complete and sign the enclosed Proxy/Ballot/Consent Form ("Proxy Form") indicating your vote / consent on the proposed amendments. A vote will not be taken at the meeting as votes will be cast utilizing the Proxy Form. Because the proxy is instructed, the Secretary of the Association Meeting is appointed as the proxy holder to cast your vote as you specify. *We ask that you return the completed and signed Proxy Form as instructed on the Proxy Form as soon as possible so that the votes can be tallied before the meeting and the results announced at the meeting.* Your participation is important.

We hope to see you at the special meeting.

Sincerely,

DocuSigned by:

Jane DuFrane

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Jane duFrane, President

Enclosures: Meeting Agenda, Executive Summary, Proxy Form