

Heritage Square Homes Association  
c/o American Management of Virginia, Inc.  
7900 Sudley Road, Suite 600, Manassas, VA 20109  
703-530-1550 (office) / 571-379-4475 (fax)  
[mgiron@amvirginia.com](mailto:mgiron@amvirginia.com)

## ANNUAL MEETING NOTICE

September 9, 2025

Dear Heritage Square Homes Association Owner:

In accordance with the Association's Bylaws, Article III, the Annual Meeting of the Heritage Square Homes Association will take place on **Tuesday, September 30, 2025**. The purpose of this Annual Meeting is to elect members to the Board of Directors, and to review the plans for 2025/2026 of the Heritage Square Homes Association. It is very important that you return the enclosed proxy or attend the Annual Meeting scheduled for:

Date:	Tuesday, September 30, 2025
Time:	7:00 PM (sign-in to begin at 6:45 PM)
Place:	Braddock Hall 9002 Burke Lake Rd Burke, VA 22015 <i>Use entrance on the back of the building <b>NOT</b> the library entrances.</i>
Purpose:	Elect Director(s)

The purpose of this year's Annual Meeting will be to elect one (1) member to the Board of Directors. Any owner in good standing of a unit in Heritage Square, who wishes to serve on the Board of Directors, may fill out the enclosed Candidacy Statement Application and fax, email, or mail it to the management office prior to the Annual Meeting. The Heritage Square Homes Association Annual Meeting is an important opportunity for all of us to hear about the business of our community, ask questions and share ideas about how to make Heritage Square a better and more attractive place to live. Please mark your calendars and make plans to join us!

A Proxy Form is enclosed for those homeowners who will be unable to attend the meeting. Please complete the proxy form, and fax (571-379-4475), email ([mgiron@amvirginia.com](mailto:mgiron@amvirginia.com)) or mail to:

Heritage Square Homes Association  
c/o American Management of Virginia  
7900 Sudley Road, Suite 600  
Manassas, VA 20109

**It is vital that there is a quorum (10% of the membership) of the unit owners to conduct Association business, which includes the election for the Board of Directors. Your presence at the meeting, either in person or by proxy, is extremely important.**

The Board of Directors strongly encourages all homeowners to attend the Annual Meeting. Your support of the Heritage Square Homes Association is greatly appreciated. Should you have any questions concerning the annual meeting, please do not hesitate to contact your Assistant Community Manager Milly Giron at 703-530-1550 or [mgiron@amvirginia.com](mailto:mgiron@amvirginia.com).

Sincerely,



Milly Giron  
[mgiron@amvirginia.com](mailto:mgiron@amvirginia.com)  
Assistant Community Manager

## **HERITAGE SQUARE HOMES ASSOCIATION**

Tuesday, September 30, 2025

7:00 p.m

Braddock Hall

9002 Burke Lake Road

Burke, VA 22015

Call to Order	President
Establish Quorum	Management
Minutes of the Prior Annual Meeting	Secretary
Financial Statements (as of August 31, 2025)	Treasurer
Overview of 2025/2026 Plans	President
Open Forum	Homeowners
Election for ONE (1) open position(s)	President
Adjournment	President

**Heritage Square Homes Association**  
c/o American Management of Virginia  
7900 Sudley Road, Suite 600, Manassas, VA 20109  
703-530-1550 (office) / 571-379-4475 (fax)  
mgiron@amvirginia.com

**CALL FOR CANDIDATES**

**TO:** Heritage Square Homes Association Owners  
**FROM:** Heritage Square Homes Association Board of Directors  
**SUBJ:** Board of Directors Election  
**DATE:** September 9, 2025

The Board of Directors has established <b>Tuesday, September 30, 2025</b> as the date for the Annual Meeting of the Heritage Square Homes Association. The meeting will be held at Braddock Hall.
---

In preparation for this meeting, the Board of Directors must prepare a list of candidates who wish to serve on the Heritage Square Board of Directors. This year there are a total of one (1) position open for a three-year term.

The process for the upcoming election is as follows:

1. Attached is a nominating form for those of you who are interested in running for the Board. Completed forms should be submitted no later than **September 26, 2025**, to:

**Heritage Square Homes Association**  
c/o American Management of Virginia  
7900 Sudley Road, Suite 600  
Manassas, VA 20109  
Attention: Milly Giron  
Email: [mgiron@amvirginia.com](mailto:mgiron@amvirginia.com)  
Fax: 571-379-4475

2. The Board of Directors will prepare the slate of candidates for presentation at the Annual Meeting, at which time nominations will also be accepted from the floor.
4. Votes can only be cast by members (or proxies) present at the annual meeting. **There is only one vote per household for each open Board seat.**

The Board of Directors strongly encourages all homeowners to attend the Annual Meeting. Your support in the continuing success of our community is appreciated, and this is a great opportunity to meet your neighbors.

Please call or email management at 703-530-1550 or [mgiron@amvirginia.com](mailto:mgiron@amvirginia.com) if you have any questions regarding the nominating process.

# Heritage Square Homes Association

## APPLICATION FOR CANDIDACY 2025 ANNUAL MEETING

I, \_\_\_\_\_, hereby submit my name for consideration for nomination to the Board of Directors of Heritage Square Homes Association for the election to be held at the Annual Meeting Tuesday, September 30, 2025, at Braddock Hall.

**Please return completed application by Friday, September 26, 2025**

I would like to contribute to the Board of Directors because (please limit your comments to the space provided):

---

---

---

---

---

---

---

---

Signed: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

*Home*

*Work*

Please return completed application by Friday, September 26, 2025

By mail to:

Heritage Square Homes Association

c/o Milly Giron,

American Management of Virginia

7900 Sudley Rd Suite 600

Manassas, VA 20109

OR By Email to:

[mgiron@amvirginia.com](mailto:mgiron@amvirginia.com)

**PROXY**  
**2025 HERITAGE SQUARE HOMES ASSOCIATION**  
**ELECTION OF ITS BOARD OF DIRECTORS**

Date: \_\_\_\_\_, 2025

I/We \_\_\_\_\_ Owner(s) of  
*(Please Print Your Name)*

\_\_\_\_\_  
*(Street Address)*

do hereby constitute and appoint the following:

\_\_\_\_\_  
*(Print name of proxy holder)*

To serve as my proxy at the Annual Meeting of the Heritage Square Homes Association to be held on Tuesday, September 30, 2025, or any scheduled dates due to lack of Quorum, for the purpose of one of the following options:

1. \_\_\_\_\_ for the purpose of establishing a quorum only; or,
2. \_\_\_\_\_ for the purpose of establishing a quorum and to vote the proxy as the Proxy holder decides.

This Proxy shall not be revoked except by actual notice of revocation in writing from the undersigned to the person presiding over the meeting.

The undersigned has executed this proxy on the date first above written.

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Witness

***Please return this proxy no later than Monday, September 29, 2025 at 5:00PM:***  
***Heritage Square Homes Association***  
***c/o American Management of Virginia, Inc.***  
***7900 Sudley Road Suite 600, Manassas, VA 20109***

***Or by email to:***  
[mgiron@amvirginia.com](mailto:mgiron@amvirginia.com)