



January 8, 2026

## **FIRST NOTICE OF ANNUAL MEETING**

Dear Shareholder,

**The Annual Shareholders Meeting of the Association will be held at 7:00 PM on Monday, March 9, 2026, at Highland Towers, Inc. 2921 South Ocean Blvd, Highland Beach, FL 33487.**

The purpose of the meeting is to elect three (3) directors and any such business that may lawfully be conducted. After this "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" that will specify the agenda and advise other information concerning the meeting.

On or before January 28, 2026, you must give written notice, either by mail or hand delivery to Highland Towers, Inc. if you desire to be a candidate for the Board of Directors. You may submit an Information Sheet, (one-sided and no larger than 8 ½ inches by 11 inches), containing your qualifications or any other information you believe relevant to the duties of a Board Director.

The information sheet must be submitted to the Association on or before February 2<sup>nd</sup>, 2026. The Information Sheets and Ballots will be mailed to shareholders, with the Second Notice of Annual Meeting, no later than fourteen (14) days prior to the date of the Annual Meeting.

A voting certificate is required to determine who the voting shareholder will be for your unit. If your unit is owned by more than one person or Trust, [other than a husband and wife] please complete the enclosed Voting Certificate and return it to the Highland Towers office. It can be returned via email to [manager@highlandtowers.org](mailto:manager@highlandtowers.org)

On Behalf of the Board of Directors,

**Kevin O'Brien  
Secretary  
Highland Towers, Inc.**

**2921 South Ocean Boulevard  
Highland Beach, FL 33487  
Office (561) 276-6267**



## **Notice of Intent to be a Candidate for the Board of Directors of Highland Towers, Inc.**

I, \_\_\_\_\_ of 2921 South Ocean Boulevard # \_\_\_\_\_  
**(Print Name)** **(Unit)**

Highland Beach Florida, 33487, hereby place my name in for nomination as a candidate for the Board of Directors of Highland Towers, Inc.

I understand that this form must be submitted 40 days before the Meeting (January 28, 2026). I recognize that it is my right to submit a personal information sheet that is one-sided and no larger than 8 1/2 x 11 inches, to be distributed to all the shareholders with the "*Second Notice of Annual Meeting*".

I acknowledge that the personal information sheet must be received at the Highland Towers office 35 days before the Annual Meeting (February 2<sup>nd</sup>, 2026), and that the Association is not liable for any information submitted on my information sheet.

\_\_\_\_\_  
**Signature of Candidate**

\_\_\_\_\_/\_\_\_\_\_/2026.  
**Date**



A voting certificate establishes which shareholder is authorized to vote and represent all the shares designated to their unit which is owned by more than one person or Trust. A voting certificate, as required by Florida Law must be signed by all the shareholders of the unit or by a trustee from the Trust.

### **DESIGNATION OF VOTING REPRESENTATIVE ("VOTING CERTIFICATE")**

To the **Secretary of Highland Towers, Inc.** (the "Corporation"), THIS IS TO CERTIFY that the undersigned, constituting all the recorded shareholders of Unit No. \_\_\_\_\_ located at **2921 South Ocean Boulevard, Highland Beach FL. 33487 in Highland Towers, Inc.** have designated:

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**(Name of Voting Representative)**

as the voting shareholder to cast all votes and to express all approvals that such shareholders may be entitled to cast or express at all meetings of the Corporation and for all other purposes provided by the Documents of Highland Towers, Inc.

This Certificate is made pursuant to the Documents of Highland Towers, Inc. and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate by all shareholders.

DATED the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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SHAREHOLDER #1 (print name)

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SHAREHOLDER #1 (signature)

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SHAREHOLDER #2 (print name)

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SHAREHOLDER #2 (signature)

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SHAREHOLDER #3 (print name)

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SHAREHOLDER #3 (signature)

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SHAREHOLDER #4 (print name)

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SHAREHOLDER #4 (signature)

***This form is not a proxy and should not be used as such.***

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Highland Beach, FL 33487  
Office (561) 276-6267**