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Town of Highland Beach, FL  
Town Clerk's Office

Town of Highland Beach  
Town Clerk's Office  
3614 S. Ocean Boulevard  
Highland Beach, Florida 33487  
Phone: (561) 278-4548 Fax: (561) 265-3582

**BOARDS AND COMMITTEES APPLICATION**

This information is for consideration of appointment to a Town Board. Please complete and return this form to the Town Clerk, along with your *resume and proof of residency such as a government issued identification or voter registration card.*

PLEASE NOTE: Florida Public Records Law is very broad. Documents relevant to town business is public records and is subject to public disclosure upon request. Your information provided within this application may therefore be subject to public disclosure.

NAME: Karen J. Jones PHONE: 954-328-0677  
HOME ADDRESS: 4307 - S OCEAN Blvd APT. NO. 102  
SUBDIVISION: CoCo de Mer EMAIL ADDRESS: kjj310@aol.com

PLEASE SELECT THE BOARD(S) / COMMITTEE(S) ON WHICH YOU ARE INTERESTED IN SERVING IN NUMERICAL ORDER FROM 1 THROUGH 7, WITH 1 BEING YOUR FIRST CHOICE AND 7 THE LEAST CHOICE. (A description of the responsibilities of each Board is on the back of this application.)

<input type="checkbox"/> Board of Adjustment & Appeals	<input type="checkbox"/> Code Enforcement Board
<input type="checkbox"/> Financial Advisory Board	<input checked="" type="checkbox"/> Natural Resources Preservation Board
<input type="checkbox"/> Planning Board	<input type="checkbox"/> Town Commission *** <b>(If vacancy)</b>
	<input type="checkbox"/> Other Board /Committee

**PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:**

Are you a resident of Highland Beach?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Are you a registered voter in Highland Beach/Palm Beach County, FL?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Are you currently serving on a Town Board?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Have you ever served on a Town Board/Committee?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

If Yes, please indicate the Board(s)/Committee(s) and dates of service:

Are you willing to attend monthly board meetings? In (Person / Teleconference) Yes ☒ No ☐

Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee. Yes ☒ No ☐

Please list any special talent, qualification, education, or professional experience that would contribute to your service on the Board/Committee you have selected?

Dune & Beach maintenance as a homeowner  
for 27yrs.

Please summarize your volunteer experience(s):


"Achievement Center Foundation" Charity Fashion Shows w/ Boston Proper  
"Delray Bch"  
"Breathe a little Bit" charity for children w/  
respiratory illness. Organized events

Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis.

Vetting by the Board Chairperson. The Chairperson of each Board shall interview the applicant and submit a memorandum of recommendation to the Town Clerk's Office 14 days prior to the Town Commission Workshop Meeting for final appointment.

Palm Beach County Commission on Ethics requires appointed members to take the Code of Ethics Training every two (2) years.

I hereby certify that the statements and answers provided are true and accurate to the best of my knowledge.

  
Signature of Applicant

4/9/24  
Date

☐ Resume Attached