



**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: Diane Matthewman PHONE: 954-240-6268

HOME ADDRESS: 1109 Bel Air Drive APT. NO. 5

SUBDIVISION: \_\_\_\_\_ EMAIL ADDRESS: dmat7200@bellsouth.net

**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.)

\_\_\_\_\_ Board of Adjustment & Appeals

1 Code Enforcement Board

\_\_\_\_\_ Financial Advisory Board

\_\_\_\_\_ Natural Resources Preservation Board

\_\_\_\_\_ Planning Board

\_\_\_\_\_ Town Commission \*\*\* (If vacancy)

\_\_\_\_\_ Other Board /Committee

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AUG 26 2024

Town of Highland Beach, FL  
Town Clerk's Office

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

Are you a resident of Highland Beach? Yes ☒ No ☐

Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes ☒ No ☐

Are you currently serving on a Town Board? Yes ☐ No ☒

Have you ever served on a Town Board/Committee? Yes ☒ No ☐

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

Natural Resources Preservation Board - 2 terms  
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?

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Please summarize your volunteer experience(s):

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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

August 14, 2024  
Date

☐ Resume Attached