



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

RECEIVED

DEC 20 2023

Town of Highland Beach, FL
Town Clerk's Office

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: Margarita (Maggie) Chappelle PHONE: 571-438-2299
HOME ADDRESS: 1015 Bel Air Drive #1 APT. NO. #1
SUBDIVISION: Casa DeLago EMAIL ADDRESS: maggietchappelle@gmail.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.)

- #1 Board of Adjustment & Appeals
- #2 Financial Advisory Board
- #3 Code Enforcement Board
- Natural Resources Preservation Board
- Planning Board
- Town Commission *****(If vacancy)**
- Other Board /Committee

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 Board

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?

Accounting background, business/marketing degree,
Computer skills - Excel and others, and have
already served on a Board in Highland Beach
and am familiar w/ meeting procedures + attendance

Please summarize your volunteer experience(s):

- Natural Resources Board co-chair 2020-2023
- Ran for Highland Beach Commissioner 2023
- Current + helping w/ Milani Park Pocket Park
- Worked w/ Town Manager + Police Chief for ICW
Marine Patrol Boat ◦ Dune Restoration Presentation for Town

Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a 2023 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.

Margaret Chee
Signature of Applicant

12-18-2023
Date

Resume Attached

Margarita O. Chappellear

1015 Bel Air Drive #1
Highland Beach, Florida 33487
571-438-2299
maggietchappellear@gmail.com

REAL ESTATE DEVELOPER/COMPTROLLER

EDUCATION:

Florida Atlantic University

- Doctoral Candidate (Ed.D.)
- Specialist Degree in Curriculum & Instruction (Ed.S.)
- Master's Degree in Elementary Education

Florida State University

- B.S. Business Marketing

Northern Virginia Community College

- Interior Design

CURRENT LICENSES HELD IN FLORIDA

Professional Educator's Certificate

Real Estate Broker's License (current)

LANGUAGES: BI-LINGUAL SPANISH

Experience

MANAGING PARTNER-EASTLAND REALTY PARTNERS, LLC.

Highland Beach, Florida- present

Managing partner and Real Estate Broker for Florida-based real estate LLC
Specializing in Multi-family and mixed-use properties.

MANAGING PARTNER- PROPERTY MANAGEMENT/MARKETING/SALES

Underwood Farms, Charlotte Hall, Maryland - present

Managing partner overseeing the development and sale of a 450+ acre real estate vacant land deal located in Southern Maryland. Duties include property management of on-site rental properties, budgeting and accounting, contract administration, marketing and sales of lots for sale, and the planning and design of future phases.

CASA DEL LAGO ASSOCIATION, INC

President/Treasurer -present

Educator/Grant Writer/Curriculum and Instruction

Olympic Height High School (Grades 9-12) Science-Biology Education

Educator of Gifted Students: Boca Raton Middle School

(Grades 7-8) Middle School Science

Accounting

Comptroller, Eastland Development Corporation

Responsible for budgeting, project management, and cash outlays of two real estate developments in excess of \$30 Million. Conducted market research, analysis of data and creation of Pro Formas to evaluate potential projects. Accounting duties included budgeting, purchasing, monthly construction draws, and negotiation of contracts. Managerial responsibilities included supervision of employees who assisted in day to day operations of the department. Prior to serving as comptroller, was company's office manager.

Property Manager, Residential Property Investors, Inc.

Responsible for the day-to-day operations of a portfolio of single-family homes, condominiums, and land trusts in excess of \$25 Million for real estate syndication firm.

Community Service

- Co-Chair Natural Resources Board Highland Beach, Florida
- Junior League of Boca Raton

Grants/Acknowledgements

- Citibank Success Fund Grant Recipient
- Palm Beach County Schools International Support & Multicultural Awareness Fund Grant,
- Nominee, "Teacher of the Year" Palm Beach County Schools

Languages: Fluent in Spanish

Computer Skills: Microsoft Office-Excel, Word, PowerPoint, Adobe-Illustrator and In-Design, AUTO CAD, and SketchUp

REFERENCES: AVAILABLE UPON REQUEST