

Profile

HillaryMasters

First NameMiddle InitialLast Name

170 Chilean ave, 3c

Home AddressSuite or Apt

palm beachFL33480

CityStatePostal Code

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Email Address

Home: (646) 660-4995

Primary PhoneAlternate Phone

Which Boards would you like to apply for?

Landmarks Preservation Commission: Submitted

Question applies to multiple boards

Appointment to the Architectural Commission (ARCOM), Landmarks Preservation Commission, Planning and Zoning Commission, Recreation Advisory Commission, & Underground Utilities Task Force (UUTF) requires the applicant to be a registered voter in the Town of Palm Beach. Please attach a copy of BOTH SIDES of your Voter Registration card with your application. Failure to provide the required copy of the voter registration card shall be grounds for rejection of the application.

Question applies to multiple boards

I am a registered voter in the Town of Palm Beach (Initial below)

HM

Question applies to multiple boards

FL Voter ID verified PGG 2/6/24

Upload a Voter Registration Card in one of the accepted formats (Front)

Question applies to multiple boards

Upload a Voter Registration Card in one of the accepted formats (Back)

Real Estate Professional

Occupation

In what area of town do you live?

☒ Midtown

Interests/Experience

Question applies to Planning and Zoning Commission

Why are you interested in serving on the Planning and Zoning Commission?

I am an active member on the board of my building and am an advocate for my community. I have experienced my own challenges with noise, traffic disruptions, and building projects. I would like to learn more about the future plans for Palm Beach proper and be involved in the decision making to improve the town.

Question applies to Architectural Review Commission (ARCOM)

Why are you interested in serving on the Architectural Commission?

I work very closely with my uncle who was the head of the architectural division for Sothebys on the west coast. I love architecture and preserving the beauty of the structural history of a place. Part of the beauty and draw of Palm Beach for me is the charm, feeling, and accessibility. I don't want to see the continuity of Palm Beach proper get lost in modern new builds and unsightly architecture. I love coming home to Palm Beach for the beauty, quiet, and safety it offers its residents. Taking late bight walks down Worth Ave is like no other place on earth. I can't explain that feeling. I want to be a part of protecting that for many generations to come.

Question applies to Landmarks Preservation Commission

Why are you interested in serving on the Landmarks Preservation Commission?

It is the history and stories of Palm Beach that interest me. I love knowing where the energy comes from in the beautiful homes and buildings that occupy the island. I am currently doing work marketing a John Volk property here on the Island and am a member at Maralago where the fortress walls have so much history you can feel them breathing. I love knowing the reasons society created specific environments to escape the hustle and bustle of everyday life in other places. I want to be at the forefront of preserving paradise.

Question applies to Architectural Review Commission (ARCOM)

How many meetings of the Architectural Commission have you attended in the last year?

0

Question applies to Landmarks Preservation Commission

How many meetings of the Landmarks Preservation Commission have you attended in the last year?

0

Question applies to Planning and Zoning Commission

How many meetings of the Planning and Zoning Committee have you attended in the last year?

0

Question applies to Planning and Zoning Commission

Are you willing and available to attend meetings of the Planning and Zoning Commission as described below? Please select all that apply. *

- ☒ Meetings which last a full day (9:30 a.m. to 5:00 p.m., or even later)?
- ☒ Meetings on consecutive dates?
- ☒ Meetings which might be scheduled for multiple dates within the same month
- ☒ Meetings scheduled year-round

Please indicate if there are any periods of time for which you will be unavailable for meetings.

In the summer I do travel for about a month and a half. But this time is flexible and is scheduled around my real estate work here in Palm Beach. Palm Beach is my primary year round residence.

Question applies to multiple boards

If you have served on any boards/commissions/committees in the Town of Palm Beach or elsewhere, please list them and include details such as length of service, attendance record, etc.

I am currently the Vice President of the Board of my building Everglades Plaza on 170 Chilean ave. I manage and lead most of our restoration projects. Some of those projects involved a million dollar roofing project. I covered all aspects, from engineering, inspections, planning, and overseeing the approval steps. I also headed the painting project, pool renovation project, and deal with most of the resident requests for in home projects which I have a team of contractors that help fulfill these needs.

Question applies to Architectural Review Commission (ARCOM)

Do you have any personal experience with requesting approvals from the Town's Architectural Commission? (Please explain)

I have never had to personally request approval from the Town's Architectural commission but I have worked with my contractors through the town approval steps specifically for many different construction projects. I also deal with many historic homes here in real estate and I know the importance in getting approvals before you embark on a project in order to keep a deal intact.

Question applies to Landmarks Preservation Commission

Have you ever lived in or owned a landmarked home or property?

☒ Yes ☐ No

Question applies to Landmarks Preservation Commission

If So, where?

I spent all of my childhood into early adulthood in a historical home in Goshen, NY. My home was a part of the underground railroad and a protected Victorian style home built in 1861. We also had landmarked oak trees and one of the only Ginko Trees on our property that was famously visited.

Question applies to Landmarks Preservation Commission

If you have not lived in or owned a landmarked property, do you have any experience in dealing with landmarked properties? Please explain.

I lived in one growing up and I am currently living in a building that holds a historic name.. Everglades Plaza.

Question applies to Planning and Zoning Commission

Do you have any experience in requesting comprehensive plan amendments or zoning approvals from the Town of Palm Beach or other jurisdictions? (Please explain.)

I have not had a need to do this yet but I have a variety of strong skill sets when it comes to communication, planning, and in person follow up. I am new to the community just moving here full time in 2020 but I have lots of experience working in NYC, Miami Beach and Goshen, NY. Goshen held some of the most historical buildings and government and municipal buildings in the North East. My Town Hall was built by Frank Lloyd Wright, and the many court houses, government buildings and my library were historical buildings from the civil war times. George Washington stayed at Hill Hold and we had one of the first noted one room school houses. Hambeltonian is buried at our historic race track in town and many of our fountains and monuments are staples for traffic flow till this day. Preserving history and all types of architectural planing is crucial in protecting the identity of a town. Getting approval and zoning passed for future projects is a delicate and very serious process when keeping the livelihood of a historic place a priority. I am familiar with the voting processes and approval paths that take place while trying to build out new projects.

Are you a member of any of the following organizations? (Check all that apply)

None Selected

Present Occupation

Real Estate

No. of years

8 years

Past occupation(s)

Management Flagship Tier 1 locations Head of International Sales and Marketing for US & Canada
Executive Assistant to CEO

No. of years

7

Please provide details regarding your educational background:

Bachelors in Biology with a concentration in environmental studies Tri Beta Honors from Pace University

Hillary Masters

Question applies to Architectural Review Commission (ARCOM),Underground Utilities Task Force (UUTF)

**Do you have a degree in, or have you taken courses in, any of the following fields of study:
(Check as many as are applicable) ***

- ☒ History
- ☒ Design
- ☒ Building Construction

Question applies to Landmarks Preservation Commission,Code Enforcement Board

**Do you have a degree in, or have you taken courses in, any of the following fields of study:
(Check as many as are applicable) ***

- ☒ None

Question applies to Planning and Zoning Commission

**Do you have a degree in, or have you taken courses in, any of the following fields of study:
(Check as many as are applicable) ***

- ☒ Social Sciences
- ☒ Geography

Question applies to Architectural Review Commission (ARCOM)

Are you currently a Registered Architect in the State of Florida?

- ☐ Yes ☒ No

Question applies to Architectural Review Commission (ARCOM)

Are you currently a Registered Architect in another state?

- ☐ Yes ☒ No

Question applies to Architectural Review Commission (ARCOM)

If So, in which state are you currently registered?

[06FILE.pdf](#)

Upload a Resume

Have you ever been convicted or pled guilty or nolo contendere to a crime other than minor traffic violations?

- ☒ Yes ☐ No

If you are currently serving on a Town board, commission, or committee, please identify in the space below and check the "I Agree" box indicating that you will resign from that position if you are appointed to the position you are seeking in this application.

I agree that I will resign from the board, commission, or committee if I am appointed to the position I am seeking in this application.

- ☒ I Agree

Question applies to Architectural Review Commission (ARCOM)

Why do you feel you are qualified to serve on the Town's Architectural Commission?

I am an active member of my community and a strong leader in real estate here in Palm Beach. I have invested my personal money and interests in properties here and want to continue to grow with my community as this is my forever home. I want to preserve the look and feel of my town and be involved in its transformation for the future.

Question applies to Planning and Zoning Commission

Why do you feel that you are qualified to serve on the Town's Planning and Zoning Commission?

I am a smart, able bodied, and proactive professional. I am very responsible, hard working, and am a people person. I am a great listener to others concerns for the community and strong willed to hold intact the values and importance behind protecting the face of palm beach. I feel I could breath a vibrant and youthful outlook into the work but still keep the best interest of locals and previous generations.

Question applies to multiple boards

In the event you are applying to be a Regular Member and you are not successful, will you accept appointment as an Alternate Member should the Town Council wish to appoint you as an Alternate Member?

☒ Yes ☐ No

To enable Town Council to consider potential conflicts of interest, please list the family members who live and/or work in the Town of Palm Beach, including your spouse, parents, siblings or children.

Benjamin Masters- husband

Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Physically Disabled

☐ Yes ☒ No

I hereby certify that I have read the sections of the Town Code of Ordinances for the particular board/commission/committee that I have selected above and have noted the description of the board/commission/committee and its members' duties, and further I have read the regulations concerning absences and conflicts of interests. I certify the information given by me is true and complete to the best of my knowledge and belief. I understand that any falsification of material facts will be grounds for rejection of this application of dismissal after appointment.

☒ I Agree

Question applies to Architectural Review Commission (ARCOM)

Please provide a copy of BOTH SIDES of your Palm Beach County Voter Registration card, which shows your Town of Palm Beach address, with your application.

Please note that the Board/Commission applications will expire on December 15 of each year.

ARCHITECTURAL COMMISSION (ARCOM)

ARCOM reviews and approves modifications to any existing structures visible from public rights-of-way, new construction, and landscaping. The seven regular members and three alternate members are Town registered voters appointed by the Town Council. Regular members are appointed for three-year terms and no member may serve more than two consecutive terms. Members are appointed on the basis of experience in art, architecture, community planning, land development, real estate, landscape architecture, or other relevant business, profession, or civic interest. At least two members, but not more than three members, shall be registered architects in the state. In the event there are, in the discretion of the town council, no bona fide applications who are registered architects in the State of Florida, the town may solicit and appoint architects registered outside the State of Florida to fill one of the architect seats.

Question applies to Landmarks Preservation Commission

Please provide a copy of BOTH SIDES of your Palm Beach County Voter Registration card, which shows your Town of Palm Beach address, with your application.

Please note that Board/Commission applications will expire on December 15 of each year.

LANDMARKS PRESERVATION COMMISSION

(LPC) - The LPC safeguards the Town's historic and cultural resources through its landmarked structures and historic districts. This State of Florida Certified Commission reviews and approves structural and landscape modifications to Designated structures and properties. The LPC is comprised of seven regular and three alternate members, who are registered voters of the Town of Palm Beach and appointed by the Town Council, and who have, to the highest extent practicable, a special knowledge of and a known interest in landmarks preservation. One commissioner may be a non-resident of the Town who possesses specific knowledge or skills directly related to the preservation of historic structures or property. At least two members, but not more than three members, shall be registered architects in the State of Florida. In the event that there are, in the discretion of the Town Council, no bona fide applicants who are registered architects in the State of Florida, the Town may solicit and appoint architects registered outside the State of Florida to fill one of the architect seats. Members are appointed for three-year terms and no member may serve more than two consecutive terms, although a member may be eligible for reappointment upon the lapse of nine months after the expiration of the member's second consecutive three-year term. Although an alternate member may not serve more than two three-year terms as an alternate, an alternate member may be appointed to serve as a regular member of the commission and, in the event of such appointment, shall be entitled to serve two full three-year terms thereafter.

Question applies to Planning and Zoning Commission

Please provide a copy of BOTH SIDES of your Palm Beach County Voter Registration card, which shows your Town of Palm Beach address, with your application.

Please note that Commission applications will expire on December 15 of each year.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission acts in an advisory capacity to the Town Council in all matters relating to municipal planning and development. The Commission is required to follow the concepts and contents of the Town's comprehensive land use plan in all planning, zoning and development related deliberations and decisions. The Commission shall also have such powers and duties as may be prescribed by Ordinance. The members of the Commission must be registered voters in the Town of Palm Beach. The seven regular members serve for terms of three years. Three alternate members of the Zoning Commission may be appointed by the Town Council who serve when called upon by the Chair of the Commission in the absence of any regular member.

HILLARY M. MASTERS

Palm Beach, FL 33480

646.660.4995

hmasterste@gmail.com

LEADERSHIP PROFILE

Experienced, polished Senior Executive Assistant with proven record of accomplishment in demanding, fast-paced environments providing C-level executive administrative support. Extensive background in business, hospitality and real estate including work with very private and high net worth clientele including celebrities, politicians, musicians, and professional athletes in NY and FL. Strengths encompass:

- | | | |
|---------------------------------------|---|-------------------------------|
| ▲ Executive Office Administration | ▲ Office Team Training/Supervision | ▲ Budget Management |
| ▲ Program & Project Management | ▲ Proposal/Presentation Preparation | ▲ Sales Support Functions |
| ▲ Bookkeeping and Invoicing Functions | ▲ Handling Highly Confidential Material | ▲ Contract/Document Review |
| ▲ Travel Arrangements and Logistics | ▲ Report/Spreadsheet Development | ▲ Client and Vendor Relations |
| ▲ Executive Calendar Management | ▲ Event/Meeting Planning | ▲ Professional Networking |

A high energy team player with outstanding interpersonal dynamics and communication skills, flexible to changing conditions within an organization. Articulate, assertive and driven to succeed with exceptional attention to detail and follow-through able to meet strict deadlines. A trusted advisor with strong business acumen, superior work ethic and high degree of integrity and confidentiality.

PROFESSIONAL EXPERIENCE

XPI CORP | PALM BEACH, FL

04/2016 - 09/2023

■ Executive Assistant to President

Provided direct administrative support to the CEO and President of an international manufacturing company. Accountable for executive calendar and scheduling, client/vendor relations, drafting correspondence, reports, international travel arrangements, event planning, presentation and proposal preparation, property management, business development, and financial administration.

Personal Assistant Duties/General Administration

- Managed extremely busy calendar for the CEO. Scheduled and organized meetings and events including arranging rooms, facilities and/or caterers, distributing information or invitations, coordinating speakers, preparing presentations, etc.
- Directed administration of the office and workflow by prioritizing projects, monitoring calendar, and handling meeting and conference call logistics. Maintained an efficient, professional office operation with a high degree of initiative and discretion.
- Maintained and scheduled executive calendars (personal & office) for appointments and meetings.
- Researched and coordinated international and domestic executive travel and logistical arrangements including hotel and flight reservations, car services, entertainment, dining, excursions, travel plans/agenda, preparing agendas and contacts, etc.
- Consistently met/exceeded demands, expectations and deadlines through exceptional work ethic and commitment to excellence.

Property Management/Estate Management

- Managed all aspects of a multimillion-dollar estate and personal business affairs including two homes and 6 rental properties, assisting with all financial decisions and investments.
- Accountable for extremely diverse duties with full accountability for daily operations and function of property, facilities, landscaping and premise maintenance, contracting vendors and service providers, and overseeing special projects and parties.
- Oversaw several property improvement projects, ensuring quality finished products and adherence to budget requirements.

Event Management

- Oversaw the successful planning and execution of multiple charity events each year raising millions of dollars for causes.
- Effectively managed extensive high-profile guests, catering to individual and unique needs.

Special Projects

- Co-developer and managed the company's Not-for-Profit 501 C status.

MORGANS HOTEL GROUP/MONDRIAN DOWNTOWN | NEW YORK, NY

09/2014 - 04/2016

■ Events & Promotions Manager

Accountable for overseeing all aspects of event project management and production at this luxury hotel. Led events through all aspects from program planning to execution and post-event analysis for weddings, private parties, and high-profile celebrity events.

- Select clientele included Colliers International, Gypsy Kings, The NFL, The NBA, Beyonce, and BlackRock. (Cont. P2)

PROFESSIONAL EXPERIENCE**MORGANS HOTEL GROUP/MONDRIAN DOWNTOWN - (CONTINUED)**

- Built vendor relationships and strategically positioned Mister H as a premier event venue.
- Managed VIP and celebrity guests ensuring the highest level of luxury service and flawless attention to detail.
- Directed outside vendors, as well as employee teams to ensure events were executed with precision and excellence.
- Consistently performed to budget, maximizing both client satisfaction and company profitability.

AGENT PROVOCATEUR | NEW YORK, NY**12/2009 - 09/2014****■ Head of Sales and Marketing, US and Canada**

Spearheaded new business development, sales and marketing efforts promoting this luxury retail brand to businesses, hotels, concierges, high net worth individuals, and celebrities. Provided leadership for staff in 8 Tier I locations and 30+ Tier 2 locations in the US, as well as 6 other locations in Canada. Coordinated in-store events for personal shoppers and private off-premise events for clientele.

- Consistently ranked as the #1 Sales Associate globally.
- Select brand partnerships included The Carlyle Hotel, The Surrey Hotel, The Mark Hotel, The Plaza, Soho House, Bloomingdales, and The Metropolitan Club.
- Developed and implemented a corporate clienteling program which was implemented company-wide.
- Coached and developed the sales team to achieve a 34% increase year-over-year.
- Developed in-store marketing strategies which increased traffic by 14%.

STATHIS ENTERPRISES | NEW YORK, NY**07/2008 - 10/2009****■ Executive Personal Assistant to CEO**

Provided direct assistance to the CEO, CFO and owners of a corporate enterprise with subsidiaries in electrical contracting, technology, agricultural development, and horse racing industries. Accountabilities encompassed executive calendar and scheduling, internal and external stakeholder relations, meeting management, drafting communications, event planning, sponsorships, inventory control, reporting, new business development support, and project management.

- Served as the first line of contact for the President screening all calls, mail and email.
- Coordinated all meetings both in-house and on the road.
- Traveled internationally to assist in sales and new business development initiatives for multiple companies.
- Effectively coordinated complex international and private travel including private aviation services.
- Consistently met/exceeded demands, expectations and deadlines through exceptional work ethic and commitment to excellence.

EDUCATION

Bachelor of Science Degree in Biology, *Concentration in Environmental Studies*

Honors and Activities: NCAA/IHSA Equestrian Team and TriBeta Honor Society

Pace University, New York, NY

TECHNICAL PROFICIENCIES

Microsoft Office (Word, Excel, PowerPoint, and Outlook), Google Suite, Adobe, and QuickBooks

COMMUNITY INVOLVEMENT

Vice President on the Board of Everglades Plaza

Involved in the planning and execution of multiple charitable events in Palm Beach

INTERESTS

Avid and competitive equestrian