

MEMORANDUM

June 30, 2023

FM: PHA BOARD OF DIRECTORS [PHA – BOD]
[Erasmus Reyes; Enrique Alejandro; Gabriel Espasas; Fernando Sosa; David Hurwitz;
Mariel Figueroa, David Chafey; Ricardo Casillas; Jorge Manrique; Robert Lowry; Carlos
D. García; Miguel Santiago; Frances Olivieri]

TO: PHA MEMBERSHIP
[VIA PHA-ARB COMMITTEE]

SUBJ: SOLICITATION TO FILL VACANCIES FOR PHA ARCHITECTURAL REVIEW
BOARD [PHA – ARB]

Dear PHA Membership:

The PHA Board of Directors [PHA – BOD] respectfully solicits our PHA Membership their time and collaboration to fulfill positions as PHA ARB Directors. Their professional expertise will serve our community at Palmas del Mar, as a total of four (4) positions at the PHA ARB will become open. The intent is to fulfill positions during the remainder of FY 2023, with the application period closing by August 18, 2023.

Accordingly, PHA BOD is actively soliciting strongly self-motivated members from our community to serve as ARB Directors, willing to provide a Good Standing Certificate, Curriculum Vitae/Resume and Interview with the selection Committee. Candidates will be required to have knowledge, familiarity or capacity to interpret the technical design requirements contained within (1) the *PHA-ARB Design and Development Guidelines, Application and Review Procedure*, (2) “*OGP Reglamento Conjunto para la Evaluación y Expedición de Permisos Relacionados al Desarrollo y Uso de Terrenos*” or (3) applications to the different design stages (Project Construction/Remodeling Conceptual/Schematic, Preliminary and Final designs).

The Palmas del Mar Homeowners Association Architectural Review Board, Inc. (“PHA ARB”) is created under the authority of the Palmas del Mar Homeowners Association Deed of Amended and Restated Declaration of Rights, Restrictions, Conditions and Establishment of Provisions for PHA (“PHA Restrictive Covenants”). The PHA ARB, a not-for-profit corporation, reviews construction/development project’s specifications and design drawings, to ensure they comply with the *PHA ARB Design and Development Guidelines, Application and Review Procedure*, The *Master Plan for Palmas del Mar*, amongst other regulatory and compliance requirements.

Their disinterested service provides no compensation to PHA ARB Directors for their services. These positions are an opportunity to serve the community and help the PHA accomplish their objectives. The ARB Directors act as agents for the PHA Board of Directors, as defined in our PHA Restrictive Covenants. They will hold regular compliance meetings, normally every other week or when necessary, as agreed upon by the Board.



Therefore, qualifications, requirements and technical expertise sought from potential candidates will include a strong background as Engineer, Architect, Project Developer, Construction and/or Real Estate. Selected candidates meeting criteria by the PHA ARB Committee will need to demonstrate an unblemished reputation, good professional track record and compliance with *PHA Conflicts of Interest Policy*.

The implementation plan will last a total of seven (7) months, once the pool of applicants is received, evaluated and selected by the PHA BOD selected Committee. The names and credentials of candidates meeting outlined qualifications will be submitted to the PHA BOD for final review and approval. These candidates will shadow for a period of time current members of the PHA ARB during their meetings, ARB endorsement decision making process and development/construction/remodeling project evaluation.

The PHA Board of Directors requests your unselfish service to our community, maintaining our privileged harmonious atmosphere at Palmas del Mar Residential/Resort community. Selected members will spearhead the endorsement of future projects that will meet the requirements, standards and guidelines relating to aesthetics and to the harmony and compatibility of the proposed improvement with the architectural character of Palmas del Mar

Included within this solicitation you will have (1) current PHA ARB Guidelines and (2) PHA Conflict of Interest Policy, for review and evaluation. Self-motivated candidates can submit their name, curriculum vitae and Point of contact information to the PHA ARB Selection Committee via email to palmaspha@gmail.com, or by contacting Mrs. Daisy Diaz at (787) 656-5662.

Respectfully Submitted,

PHA Board of Directors

Encl (1): PHA – ARB Design and Development Guidelines

Encl (2): PHA Conflict of Interest Policy

A handwritten signature in black ink, appearing to be 'Daisy Diaz', is located in the bottom right corner of the page.