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Homeowners Association

A.E.C.C. APPLICATION GUIDELINES

1. **SCHEDULE**

An application and ten (10) sets of building plans 11 x 17 and (2)8-1/2 x 11 copies of plans should be submitted to the Association by the date shown below, with applicable review fee. Meetings are held at **5:00 p.m.** in the Administration Office Grand Caribe Room located at 505 Grand Caribe Cswy, Coronado. The schedules are listed below.

Plans Due in the Office	AECC Meeting Dates
December 29, 2017	January 9, 2018
January 22, 2018	February 13, 2018
February 26, 2018	March 13, 2018
March 26, 2018	April 10, 2018
April 23, 2018	May 8, 2018
May 28, 2018	June 12, 2018
June 25, 2018	July 10, 2018
July 30, 2018	August 14, 2018
August 27, 2018	September 11, 2018
September 24, 2018	October 9, 2018
October 29, 2018	November 13, 2018
December 21, 2018	January 8, 2019

There is no December AECC Meeting

2. **MEETING PROCEDURES**

Applicants are invited to attend the A.E.C.C. meeting to discuss their plans. The A.E.C.C. will vote on a recommendation to approve, approve with conditions, deny or table each set of plans. Homeowners can call the following business day to obtain the results of the A.E.C.C. meeting. The Association Board of Directors normally meets two weeks after the A.E.C.C. meeting. The week following the Board meeting, applicants will be contacted and given an outcome letter from the Association regarding the decision of the Board of Directors. Please note: Project may not begin until after CCHOA Board of Directors approval is given.

3. **DENIED APPLICATION PROCEDURES**

If the A.E.C.C. recommends denial of an applicant's building plans, they may request one reconsideration by the A.E.C.C. They may also appeal to the association Board of Directors to overrule the decision of the A.E.C.C. Appeals to the Board of Directors are heard the month following the decision of the A.E.C.C.

4. **SUBMITTAL REQUIREMENTS FOR NEW HOMES**

The building plans submitted with the application must include:

- A. A plan view of each floor of the proposed home. The plan view should include all architectural details, dimensions and the square footage of each floor.
- B. A plot plan showing all dimensions and the position of the home relative to the property lines and setbacks.
- C. Elevation drawings of all four sides of the building showing all architectural details.
- D. A plan view drawing of any proposed landscaping, pool/spa, hardscaping, fences or other proposed yard improvements.
- E. An 8 ½ X 11 copy of the plan view of each floor and each elevation drawing of the proposed home.
- F. The plans should show all building exterior finishes and colors.

5. **SUBMITTAL REQUIREMENTS FOR ADDITIONS**

The building plans submitted with the application must include:

- A. A plan view of each floor of the addition which shows the existing structure and the proposed addition. The plan view should include all architectural details, dimensions and the square footage of the existing building and the proposed addition.
- B. A plot plan showing all dimensions and the position of the addition relative to the property lines and setbacks.
- C. Elevation drawings of those side of the building where the addition will be visible. (If the planned addition is to an existing home which is structurally joined to another home, such as a townhouse unit, the elevation drawings should include the adjoining units).
- D. A plan view drawing of any proposed landscaping, pool/spa, hardscaping, fences or other proposed yard improvements.
- E. An 8 ½ X 11 copy of the plan view of each floor and each elevation drawing of the addition.
- F. The plans should show all building exterior finishes and colors.

6. **SUBMITTAL REQUIREMENTS FOR ALL OTHER PROPOSED IMPROVEMENTS**

A completed application, **ten (10) 11 x 17 sets and (1) 8-1/2 x 11 copies** of building plans, processing fee for remodels with exterior changes and for all other proposed improvements. Building plans submitted with the application must be sufficient to provide a complete visual representation of the proposed improvement in relation to the existing structure.

7. **RULE COMPLIANCE**

Included with this application package is a complete set of A.E.C.C. rules. Homeowners are required to comply with these rules and to assure that their contractor(s) comply with these rules.

8. **INCONSEQUENTIAL CHANGES** (Section 9.16 of Member’s Hand book)
Inconsequential changes listed in Section 9.16 are eligible for administrative approval. Administrative approvals are processed without A.E.C.C. review and are free of charge. Inconsequential changes are changes that would not have a material impact on the exterior appearance of a residence.
9. **NEIGHBOR ADVISEMENT**
The Association will send a certified letter to all properties that adjoin the applicant’s home with an 8 ½ X 11 copy of the applicant’s proposed plans. Neighbors may attend the A.E.C.C. meeting and may speak at the meeting.
10. **CITY OF CORONADO BUILDING DEPARTMENT**
The City of Coronado Building Department will not process any building plans for the Coronado Cays until the plans have been approved by the Coronado Cays Homeowners Association. In order to obtain the approval of the Association, you must complete the application and submit it to the Association along with a set of building plans. Following approval by the Association Board of Directors, plans will be stamped “approved” by the Association office and applicants may submit their plans to the City of Coronado.
11. **PLAN AMENDMENTS**
Changes in plans approved by the Association must be resubmitted to the A.E.C.C. if the changes materially affect the exterior appearance of the building.

The Architectural and Environmental Control Committee has received approval from the Board of Directors requesting the following items:

Any work that requires a permit from the City of Coronado Building Department, the homeowner must submit a copy of the “City Stamped Construction” plans and a copy of the City Permit to the Association office **PRIOR** to starting construction work on your Approved project.

9.0 ARCHITECTURAL AND ENVIRONMENTAL CONTROL COMMITTEE

9.1 Architectural and Environmental Control Committee Charge of Responsibilities:

9.1.1 Purpose - The purpose of design review and architectural control is to preserve the Coronado Cays Community in an attractive manner for the enjoyment of residents and for the protection of property values.

9.1.2 Responsibility - The Architectural and Environmental Control Committee (AECC) shall regulate the external design, appearance and location of the properties and improvements thereon in such a manner as to promote those qualities of the environment which bring value to the properties and that will foster attractiveness and functional utility in the community as a place to live and to advocate a harmonious relationship among structures, vegetation and topography.

9.1.3 Authority - The basic authority for design review and architectural control is founded in the governing documents; it is set forth in the declaration of the Covenants, Conditions and Restrictions.

9.1.4 Role - The AECC is responsible to the Board of Directors for design review, for recommending action by the Board on properly submitted application and on violations of established policies.

9.2 AECC Qualification - All members of the AECC must be resident homeowners of record.

9.2.1 Appointment and Terms of Members - The Board of Directors shall have the right to appoint all members of the AECC. Appointments will be for two years and will be made within a reasonable time after the annual meeting. Three members of the AECC shall be appointed in odd-numbered years and two members of the AECC shall be appointed in even-numbered years. The Board of Directors has the right to remove a Committee member at any time without cause.

9.2.2 AECC Chairperson - The AECC shall appoint a chairperson from among the members of the Committee. The duties of the chairperson shall be to chair meetings of the Committee. A liaison from the Board shall be present, and will represent the Committee during appeals of the Committee's decisions to the Board.

9.2.3 Alternate AECC Member - The Board may appoint two alternate members to the AECC. The alternate may attend all meetings of the Committee but may only vote when there is a regular member of the Committee absent.

9.3 Approvals/Denials - All applications to the Committee must be processed in a timely manner. Approved applications will be followed by an inspection for compliance. Denied applications may be appealed to the Board of Directors, whose decision will be deemed to be final.

9.3.1 Conditional Approvals - The Committee may grant conditional approval to an applicant, subject to the applicant's making certain changes in his/her plans or subject to verification of information provided with the application.

9.4 Requirement - No building, fence, wall, residence, structure or feature from a structure (whether of a temporary or permanent nature and whether or not such structure shall be affixed to the ground) shall be commenced, erected, improved or altered. Nor shall any grading, excavation, tree removal, planting, change of exterior color or other work which in any way alters the exterior appearance of any lot or improvement be done without a prior submittal of a complete description of the proposed work to the AECC and the written approval of the Board of Directors.

9.4.1 Procedures - The Committee must respond to all applications within 60 days. A written response will be either an approval, a denial, or tabled for additional review. Denied or tabled application will be accompanied by an explanation.

9.4.2 Appeal - The applicant may appeal an adverse AECC recommendation to the Association's Board of Directors, which may or may not reverse or modify such recommendation.

The Board may also direct that the AECC reconsider an adverse recommendation if, in the opinion of the Board, the Committee did not have complete information.

The applicant is also entitled to request one reconsideration by the AECC if, in the applicant's opinion, the Committee did not have complete information.

An appeal must be placed under new business agenda at the next regularly scheduled homeowners meeting.

9.4.3 Guidelines - The Committee shall, subject to the approval of the Board of Directors of the Association, develop and promulgate policy guidelines for the application of the design review provisions contained herein. The policy guidelines shall include (a) review procedures, (b) aspects and objectives of review and (c) principles and criteria used as standards in determining the achievement of the required objectives. The policy guidelines may also include specific design practices that, though optional, are generally acceptable methods for achieving the required objectives in particular design problems frequently encountered in the properties. The policy guidelines are intended to assist the AECC and the owners of lots in the ongoing process of community design. They may be modified and supplemented from time to time, on due notice to the owners and subject to the approval of the Board.

9.5 AECC Design Approval Criteria - The AECC approval criteria includes compliance with the CCHOA Members' Handbook, City of Coronado – Coronado Cays Specific Plan and the City of Coronado – Coronado Cays Special Use Permit. The AECC, in examining applications for design approval, considers the various aspects of design, with special emphasis on the following objectives:

9.5.1 Landscape and Environment – To prevent the unnecessary destruction or blighting of the natural landscape or to the man-made environment.

9.5.2 Relationship of Structure and Open Spaces - To ascertain that the treatment of built-up and open spaces is designed so that they relate harmoniously to the terrain and to existing buildings that have a visual relationship to the proposed development.

- 9.5.3 Protection of Neighbors - To protect neighboring owners and users by making sure that reasonable provision has been made for such matters as surface water drainage, sound and sight buffers, and preservation of views, light and air, and other aspects of design which may have substantial effects on neighboring property. Neighbors may be required to agree to an applicant's changes, but the final recommendation remains the responsibility of the Committee.
- 9.5.4 Circulation - To determine that the application facilitates appropriate pedestrian access, servicing and parking for all users including, where applicable, the handicapped, the very young and the elderly.
- 9.5.5 Review Criteria - The AECC evaluates all submissions on the individual merits of the application. Besides evaluation of the particular design proposal, this includes consideration of the characteristics of the housing type and the individual site, since what may be an acceptable design of an exterior in one instance may not be for another. For example, exterior changes to townhouses, due to their relative closeness to each other, usually are more noticeable and have more of an impact on adjoining properties than is the case for a detached house. Design decisions made by the AECC in reviewing applications are not based on personal opinion or taste. Judgments of acceptable design are based on the following criteria:
- 9.5.5.1 Relation to the Natural Environmental - Fencing in particular can have damaging effects on the feeling of open space. Other factors such as removal of trees, disruption of the natural topography, and changes in rate or direction of storm water runoff also adversely affect the natural environment.
- 9.5.5.2 Validity of Concept - The basic idea must be sound and appropriate to its surroundings.
- 9.5.5.3 Design Compatibility - The proposed improvements must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
- 9.5.5.4 Location and Impact on Neighbors - The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. The primary concerns are access, view, sunlight, ventilation and drainage. For example, fences may obstruct views, breezes or access to neighboring property; decks or larger additions may cast unwanted shadows on an adjacent patio or infringe on a neighbor's privacy. When a proposed alteration has possible impact on adjacent properties, it is required that the applicant discuss the proposal with neighbors prior to making application. It may be appropriate in some cases to submit neighbor comments along with the application.
- 9.5.5.5 Scale - The size, in three dimensions, of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
- 9.5.5.6 Color - Color may be used to soften or intensify visual impact. Parts of the addition that are similar to the existing house, such as roofs and trim, should be matching in color.

- 9.5.5.7 Materials - Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, vertical wood siding on the original house should be reflected in an addition. On the other hand, an addition with wood siding may be compatible with a brick house.
- 9.5.5.8 Workmanship - Workmanship is another standard, which is applied to all exterior alterations. The quality of work should be at least equal to that of the surrounding area. Poor practices, besides causing the owner problems, can be visually objectionable to others. Poor workmanship can also create security hazards. The Association assumes no responsibility for the security of new construction.
- 9.5.5.9 Timing - Projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and security hazard for neighbors and the community. All applications must include estimated completion dates. If such time period is considered unreasonable, the AECC may disapprove the application.
- 9.5.5.10 Assessments - Any addition to living space will result in an increase in the assessment to that particular property, so that maintenance costs borne by the community remain equitable. (Does not include Blue Anchor Cay village or Green Turtle village.)
- 9.5.5.11 Compliance - Upon completion of all approved work that includes addition to living space and upon advice of completion of the city building permit, an increase in assessments for that property will begin and become due and payable as a part of the regular monthly assessment process. (Does not include Blue Anchor Cay village and Green Turtle village.)
- 9.6 Failure to Obtain an AECC Permit - Any member who commences work on any change to the exterior appearance of a Coronado Cays Homeowners Association residence, landscaping or dock without first securing an AECC permit is subject to a fine of up to \$300 per week, cumulative until the infraction is corrected.
- 9.6.1 Corrective Action - In order to correct a failure to obtain a permit, a member must halt all work and promptly complete an AECC application. The application fee shall be twice the regular charge for the project. If the Committee fails to approve the application for a permit, the owner will be required to remove the improvement.
- 9.7 Administrative Approvals - The General Manager may approve architectural permit applications without prior submission to the AECC, provided the application meets the conditions set forth in one of the following subsections:
- 9.7.1 City Approved Plans - Architectural plans that have been approved by the AECC, and then subsequently modified in order to secure a City of Coronado building permit, are eligible for administrative review. The General Manager and the AECC Chairman will review plans amended under the above circumstances for substantial compliance with the exterior appearance and the Chairman of the AECC and materials of the A.E.C.C approval. If acceptable to the General Manager the owner shall sign a letter stating that the version of the plans modified to comply with the City are the same in exterior appearance as the version of the plans originally approved by the AECC. If unacceptable to the General Manager and the Chair of AECC shall refer the owner back to the AECC for review and appropriate action.

- 9.7.2 AECC Pre-review - The AECC may adopt guidelines regarding specific types of improvements to similar model residences. The General Manager may approve architectural permit applications pursuant to these guidelines.
- 9.7.3 Inconsequential Changes - Permit applications for inconsequential changes in the exterior appearance of existing fee simple residences are eligible for administrative approval. Inconsequential changes are defined as changes where there is no material change, or which does not otherwise impact any neighboring property in any way.
- 9.7.4.1 Satellite Dishes – For security purposes, architectural permit applications are required for satellite dishes. Satellite dishes up to 36” are allowed under California Law. Members are required to place satellite dishes in a location on or around their residence that minimizes the visual impact of the dish. Certain materials and specifications may apply.
- 9.7.5 Charges for Administrative Approvals: There shall be no charge for administrative approvals of architectural permit applications.
- 9.8 Neighbor Notification - Coronado Cays Homeowners Association will send a notice to neighboring properties of any permit application pending before the AECC. The notification will be placed in the mail two weeks prior to the AECC meeting. The notification will include an 8 1/2 X 11 copies of the plans, which show the general scope of the proposed improvement. Neighboring properties, which will receive notification, include fee simple homes with adjoining property lines and condos, which share a wall, floor or ceiling with the applicant. There will be no notice to neighboring properties for AECC applications, which qualify for and receive administrative approval. Neighbors who have concerns regarding a permit application may submit their comments in writing prior to the AECC meeting and/or attend the AECC meeting.
- 9.9 Requirements for Home Construction and Remodeling Completion - To encourage diligence in the completion of remodeling and new construction, the AECC require that the following guidelines be applied to exterior changes: (It is recommended that contracts for remodeling and/or construction contain requirements and penalties reflecting these guidelines. The homeowner and their contractor shall each sign a form provided by the Association that states they have read and understand all section 9.9 and 9.10 that spell out construction requirements and penalties.)
- 9.9.1 Remodeling – There are two classes of remodeling, “Remodeling” and “Major Remodeling.” Major remodeling is defined as remodeling that increases the home’s square footage by 50% or more. The completion time for each class will be based on the date actual construction or demolition work begins and will be six (6) months for “Remodeling” and nine (9) months for “Major Remodeling.” It is the owner’s responsibility to notify the Association office in writing of the date actual construction or demolition begins.
- 9.9.2 New Construction/Teardowns – The completion time will be based on the date the actual construction or demolition begins and will be 15 months. It is the owner’s responsibility to notify the Association office in writing of the date actual construction or demolition begins.

- 9.9.3 Penalty for Non-Compliance – A fine of \$500 per week shall be assessed for the first six (6) weeks and \$1,000 per week thereafter. These fines will be cumulative from the date the homeowner is notified of their non-compliance until the project is completed. Extensions may be granted by AECC, with Board approval, for extenuating circumstances.
- 9.9.4 Association Property Damage - Any damage to Association property during the course of construction or remodel/alteration shall be corrected to the satisfaction of the Association and shall be verified by CCHOA. staff.
- 9.9.5 Construction Site Cleanliness -All construction sites in the Coronado Cays must be kept neat and orderly at all times.
- 9.9.6 Screening – Remodels, New Home Construction, Demolition and reconstruction affecting the exterior of the house must be screened from public view with fencing across the street frontage and to the building setback line. The screen shall be standard dark green construction site screen, impervious, and a minimum of six feet in height. All materials, equipment, portable toilets, and trash bins must be kept on the building site, inside the dwelling or screened from public view.
- 9.9.7 Construction Vehicles, Equipment and Materials.
Construction vehicles or equipment are not permitted to be parked on the streets or unscreened area on the construction site overnight or weekends and holidays. Contractors shall make every effort to ensure workers’ vehicles are parked in such a manner as to not block streets and driveways, and are dispersed in such a manner as not to inhibit the parking needs of adjacent neighbors. Contractors must obtain proper permits for items stored in the public right of way, and provide adequate safeguards for materials or equipment that blocks the streets or sidewalks. The Security department will monitor the use of streets for construction vehicles and equipment and report violations of these rules to the City of Coronado.
- 9.9.8 Trash Bins - Trash bins, roll off boxes, dumpsters, and mini-storage units may not be kept in the Coronado Cays over a weekend or holiday. The exception to this requirement is three-yard dumpsters that are screened or kept in the garage.
- 9.9.9 Construction Noise Curfew – It shall be unlawful for any person, between the hours of 7:00 p.m. and 7:00 a.m. of any day or at any time on legal holidays and Sundays to erect, construct, demolish, excavate for, alter or repair any building or structure in such a manner as to create a disturbing, excessive or offensive noise unless a noise control permit has been applied for and granted beforehand by the City of Coronado Noise Control Officer.

Holidays are:

New Years Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President’s Birthday	Veteran’s Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

9.10 Marine Construction

9.10.1 Work Conduct – All marine work will be conducted at the construction site. Contractors will conduct pre-staging work away from Coronado Cays. All work will be conducted in an orderly manner with respect to noise and other impacts on the neighbors.

9.10.2 Work Schedules – Marine equipment and barges are not permitted to be kept in Coronado Cays on weekends (5:00 p.m. on Fridays to 7:00 a.m. Monday) or holidays. Marine equipment may remain on the jobsite overnight on workdays provided the equipment is being employed in ongoing work.

9.10.3 Parking – Contractors shall make every effort to ensure workers’ vehicles are parked in a manner as to not block streets and driveways. Further, they shall be dispersed in a manner to consider the needs of the adjacent neighbors.

9.10.4 Enforcement – Coronado Cays Security Department will be responsible for ensuring that all construction projects comply with these guidelines. Homeowners in violation(s) of these guidelines will be cited and subject to penalties by the Board of Directors.

9.11 Approval/Disapproval of Architectural Plans – Working drawings will be stamped approved or disapproved by the Coronado Cays Homeowners Association. The applying homeowner will be required to pick up the stamped plans and hand-carry them to the City to obtain the necessary building permit. If the homeowner does not obtain a building permit within a period of 18 months from the date of approval by the Association, he shall have to resubmit plans and go through the approval process again.

9.12 City Building Permit - Requests for additions, construction and landscaping must be submitted to the AECC and approved by the Board of Directors prior to a request for a City building permit.

9.13 Conditions for Permit - The City of Coronado agreed not to issue building permits unless the homeowner has received approval of construction or improvement from the Coronado Cays Homeowners Association.

9.14 Unapproved Improvements - Any improvements that are attempted without approval from the AECC are subject to being “Red-Tagged” by the City of Coronado and work halted. Construction already completed that does not conform to the Specific Plan and/or has not been approved by the AECC may have to be removed.

9.15 Review Fees:

9.15.1 Improvements which require mandatory review fees – The following improvements require Architectural Committee’s review and a review fee must be paid (see AECC Application).

\$100	Remodeling
\$250	Major Remodeling
\$500	New Construction/Teardowns

- 9.16 Improvements eligible for administrative approval – Subject to City of Coronado requirements, the following improvements may be eligible for administrative approval under section 9.7. Proposed improvements that do not meet the requirements of 9.7 must be submitted to the AECC for approval. There are no review fees for administrative approvals.

Antigua Storage Boxes
Carpet covering of upper patio decks or entry landings (condominium villages)**
French door additions or changes*
Garage door replacements*
Gas line installation (for hot water heater, dryer, stove and fireplace)
Gate or solid door replacements*
Hydrohoist*
Landscaping additions or changes
Fences and walls replacement in kind
New landscaping
Patios and concrete work
Roof replacements*
Satellite dish installation*
Skylight installation*
Solar Tube installation*
Tile addition on patio or walkway**
Tile installation on upper patio decks or entry landings (condominium villages) **
Vents (dryers, kitchen exhaust, etc.)
Window replacements*
Windbreak panels (usually Plexiglas)
* Brochure
** Sample of tile requested
*** Scale drawings to be submitted showing details

- 9.17 Policy on granting exclusive use rights in the common area - Civil Code Section 1363.07 establishes rules and procedures by which the Board of Directors may grant to individual owners the exclusive right to use a portion of the common area. The Board has established a policy for the granting of such rights as set forth below. The Policy is intended to be consistent with Section 1363.07 of the Civil Code.

The following shall be the policy of the Board of Directors with respect to granting rights to exclusively use a portion of the common area. The term "common area" shall be as defined in the Declaration of Covenants, Conditions & Restrictions, and shall not include Limited Common Area.

- 9.17.1 The Board may grant exclusive use rights in the common area to individual owners in the following cases:
- a. The grant has been approved by the affirmative vote of members owning at least 67 percent of the separate interests in the common interest development; or
 - b. The reason for the grant is to transfer the burden of management and maintenance of any common area that is generally Inaccessible and not of general use to the membership at large of the association; or

- c. One of the other exceptions contained in Civil Code Section 1363.07 applies, dispensing with the need for membership approval.

9.17.2 Any measure placed before the members requesting that the Board of Directors grant exclusive use of any portion of the common area shall specify whether the association will receive any monetary consideration for the grant and whether the association or the transferee will be responsible for providing any insurance coverage for exclusive use of the common area.

9.17.3 Granting exclusive use rights in the common area pursuant to this policy shall be in the absolute discretion of the Board of Directors. No such rights will be granted if it would unreasonably interfere with any other owner's use, occupancy or enjoyment of his or her lot. The Board of Directors' objective is to be consistent and fair in the granting of exclusive use rights. Owners shall be responsible for all attorneys' fees and costs incurred by the Association as a result of the approval of a grant of exclusive use rights.

9.17.4 Owners are solely responsible for verifying that any grant does not violate any City or County ordinances, including open space ordinances. As a condition of approval, the Owner and his or her successors shall agree to indemnify and hold harmless the Association, its officers, directors and employees from any and all liability arising from the granting of the exclusive use. Any Owner to whom exclusive use rights in the common area are granted shall be required to enter into a Revocable License and Indemnity Agreement with the Association, and all exclusive use rights in the common area granted to Owner shall be subject to the terms and conditions of the Revocable License and Indemnity Agreement.

9.18 Condominium Expansions:

9.18.1 The AECC will not review an application for any expansion or change to the common area of a condominium project, which is not clearly identified as exclusive use common area on a condominium plan.

9.18.2 The AECC will not review an application for any expansion or change to a unit in a condominium village, which changes the character or the general appearance of any portion of the condominium village.

9.18.3 The AECC will not review an application, which expands the interior living space of a condominium unit in Kingston, Antigua or Montego village except as follows:

9.18.3.1 The AECC may review an application, which expands the interior living space of a unit in Antigua village into the exclusive use common area of the first level units. This expansion will be limited to approximately 80 square feet adjacent to the street side bedroom and under the existing second level floor projection.

The AECC may approve an application which expands the interior living space of a unit in Mardi Gras Village, provided it meets the conditions contained in 9.18.4.1 (patio homes) and 9.18.4.2 (town homes).

9.18.4.1 The proposed expansion of a patio home must meet the following conditions:

1. Expansions of the interior living space of the ground floor must be within the exclusive use areas of the unit and may not exceed 20% of the original square footage of the ground floor.
2. The area of second level interior living space expansions, plus the original second level area, shall not exceed 75% of the original ground floor area.
3. Expansions of the second level will not be allowed on units originally constructed as one-story units.

9.18.4.2 The proposed expansion of a townhouse must meet the following conditions:

1. Expansions of the interior living space must be within the exclusive use areas of the unit and shall be restricted to enclosing existing balconies, covered and uncovered, front and rear alcoves and side patios. These enclosures shall be within projections of the outermost walls of the unit, as constructed by the original developer.
2. Expansion above the garage is allowed but must maintain a minimum of eight-foot setback from the front garage wall.
3. The total area of all expansions may not exceed 20% of the unit's original square footage.

9.18.5 The AECC may review an AECC permit application, which expands the ground floor rear patios in Kingston village. In order to be reviewed, the permit application must conform to the following guidelines:

9.18.5.1 Setbacks:

1. Patios may only be expanded within the projected lines of a unit's common walls and the perimeter sidewalk around Kingston village.
2. Patios must maintain a setback from the perimeter sidewalk of eighteen inches.
3. Patios that have an existing angled fence line may only expand within the projected fence line and the projected lines of its respective common walls.
4. Patios may not expand within the forty-eight inch wide aisle at the base of the upper unit's stairway.

9.18.5.2 Fencing:

All fencing and gates shall be of wood construction to match the picket and rail design of the existing Kingston village patio fences and patio gates. All fences and gates shall be painted to match the existing patio fences and gates.

9.18.5.3 Paving/Hardscape:

1. All hardened walking surfaces shall be the color of a cool earth tone that is compatible with the color scheme of Kingston village.
2. All hardened surfaces shall be professionally placed.

9.18.5.4 Landscaping:

1. All existing trees must be maintained or be replaced with a C.C.H.O.A. approved tree.
2. Paving or hardscape at the base of trees must be placed at least eighteen inches beyond the outside edge of a tree's mature root ball.
3. An eighteen-inch minimum planter shall be maintained between paving or hardscape and the exterior glass wall of a unit's living room.
4. All landscaping shall have permanent irrigation with automatic watering controls.
5. All plants and trees inside the new fence become the responsibility of the owner to maintain.

9.18.5.5 Plan Submittal:

1. All application shall have plans submitted which indicate exact dimensions to all walls, sidewalks, stairways, adjacent fencing, tree(s) and other structures.
2. All applications shall have details and elevations of the proposed patio and fencing.
3. All landscape plans shall indicate plant species and the design of the permanent irrigation system.
4. All applications shall include photographs of adjacent patios.

9.18.5.6 Construction:

1. The patio slab shall be reinforced concrete with a minimum thickness of four inches.
2. The electrical conduit shall be twelve to eighteen inches deep below grade.
3. There shall be a minimum of a quarter of an inch per foot slope from the condo to the sidewalk and drains. Water shall not drain toward condos on either side.
4. The concrete shall be two thousand pounds P.S.I.
5. There shall be a half-inch expansion felt between fixed structures, concrete slab and condo structure, as appropriate.
6. Patio surface elevation must be compatible with adjoining patios on both sides.

9.19 Bahama Village Architectural Guidelines

9.19.1 Expansion – An expansion or change to a unit in Bahama Village may not change the character or the general appearance of any portion of Bahama Village. This does not preclude enhancing the exterior with stucco, wood or modern architectural stone. The expansion or change may not intrude into the Common Area within Bahama Village; expand the interior living space of a unit within Bahama Village except subject to meeting all the requirements of sections 9.5 through 9.16 of the Members' Handbook. A remodeling application may be considered for approval that expands the interior living space of a unit in Bahama Village up to approximately 150 square feet. However, where there is no view, light, or privacy issue with adjacent neighbors, and there is a large private back yard, a larger expansion may be considered.

- 9.19.2 A building extension along the zero lot line, if otherwise approved, shall have a five-foot setback from the zero lot line. Clear windows shall not be installed that face in the direction of the zero lot line. Obscured glass windows (like glass block) may be considered for approval.
- 9.19.3 Garages - Garages may not be modified to reduce the parking capacity, or used as a bedroom or for other residential use. The net dimensions of each garage shall be a minimum of 9 feet by 20 feet. Each dwelling shall be provided with a minimum of two off-street parking spaces as stated in the Specific Plan.
- 9.19.4 Air Conditioning – No window air conditioning units shall be installed because of noise and appearance. Central air conditioning systems require review for noise and appearance.
- 9.19.5 Solar Panels – Solar panels are subject to the approval of AECC in order to minimize any unsightliness.
- 9.19.6 Spas/Hot Tubs – Are permitted subject to meeting requirements of AECC approval. The unit must be silent operation, used at reasonable hours and be subject to the right of neighbors to complain to Cays Security or the Coronado Police in case of objectionable noise. Spas or hot tubs must have a setback of five-feet from all property lines as stated in the Specific Plan 90.02.030.
- 9.19.7 Satellite Dish/TV Antennas – Are subject to the review of the AECC to assure that the location of any proposed antenna provides minimum visibility of the antenna from ground level.
- 9.19.8 Atriums – Enclosure of atriums requires review of the AECC and is subject to City Code requirements concerning window size, ventilation and emergency egress.
- 9.19.9 Landscaping – Sprinkler systems shall not spray the base or sides of neighbors’ house. Plants and shrubs shall not be attached to neighbors’ house or comprise a nuisance in any way, e.g. when painting the outside wall. Vegetation shall be kept to a size so as not to impact the views or sunlight of the neighbors’ house. This is particularly true with atrium homes where the atrium is on the zero lot line. As a Building Code requirement, dirt and grass shall be kept a minimum of six inches below the weep screed (the perimeter concrete wall sill) on the exterior walls to prevent termites and moisture from damaging the house. Proposed changes to the curbing, paving of the walkway or in front of garages, or any “hardscape”, lighting, or decorations visible from the street shall be submitted for administrative or AECC approval. Landscaping on the street side of every house is the responsibility of C.C.H.O.A. and the Landscape Coordinator.
- 9.19.10 Density – Homes rebuilt in Bahama village shall be designed in accordance with the same rules as a remodeled home. They shall have the same look, footprint, profile and height as the original house with only slight exterior modification in accordance with other provisions of this chapter. Density of population in Bahama village affecting the number of bedrooms and parking is of great concern relative to any remodeling and will be carefully considered in the approval process.

9.19.13.3 Shingles from original construction are allowed to remain unpainted as long as the owner maintains the shingles in a clean and unstained condition.

9.20 Awnings, Sunscreens and Umbrellas

9.20.1 These guidelines primarily affect locations that are visible from the street or the waterfront. Except for locations affecting neighbors' views or sunlight, backyards of off-water homes are excluded from this guideline. Examples of locations that come under this guideline are decks and patios (at ground level as well as on upper stories) that are visible from the street or the waterfront. Where "umbrella" is written, the guideline applies equally to awnings, sunscreens, pergolas, etc. In cases where approval is required, it should be requested before purchasing the umbrella. Where "approval" is mentioned, the General Manager will determine whether approval is administrative or requires AECC approval.

9.20.2 Location – Umbrellas shall not impair any neighbors' view or sunlight.

9.20.3 Size – Any support for umbrellas, awnings or sunscreens higher than eight feet requires approval before installation. Large awnings, sunscreens or umbrellas are not allowed that resemble an extension of the building as a fixed structure.

If there is any doubt, AECC approval is required. All sunscreens and awnings attached to the home require Board approval.

9.20.4 Security and Maintenance – Security in case of high wind shall be considered. Umbrellas, awnings or sunscreens must be maintained.

9.20.5 AECC Review – AECC approval is required for awning or sunscreen attached as part of the house.

9.21 Association Owned Common Areas and Wharfage Areas Exterior Paint Color

9.21.1 The standard color throughout the Cays common areas including the Kiosk entry area, pergolas, signs, light posts and street signs, shall be recommended by the AECC to the Board of Directors. The AECC approved the Frazee paint colors Admiral Blue (5095n), Blue Brilliance (ACO79N) and Dunn-Edward paint colors Endeavor Blue and Sea Witch Blue.

9.21.2 Wharfage Excepting Green Turtle and Blue Anchor Villages – As at present, dock piling caps, ramp railings and trim are to be repainted Sea Witch Blue, Endeavor Blue, Blue Brilliance, Admiral Blue or white when required from a maintenance standpoint or for new construction.

9.21.3 Wharfage in Blue Anchor Village – When required from a maintenance standpoint or for new construction, dock piling caps, ramp railings and trim shall be painted Sea Witch Blue, Endeavor Blue, Blue Brilliance, Admiral Blue, or white. Ramps constructed of aluminum or other permanently colored composite material may remain unpainted subject to the approval of the Blue Anchor Village Paint Committee.

9.21.4 Wharfage in Green Turtle Village – When required from a maintenance standpoint or for new construction, dock piling caps, ramp railings and trim shall be painted Sea Witch Blue, Endeavor Blue, Blue Brilliance, Admiral Blue, or white or color(s)

approved by the Green Turtle Village Paint Committee. Ramps constructed of aluminum or other permanently colored composite material may remain unpainted subject to the approval of the Green Turtle Village Paint Committee.

9.22 Trinidad Village Advisory Committee (TVAC) - The TVAC, comprised of the Village Director and volunteer homeowners of that village will be available to review requests for exterior changes to each home or town home within Trinidad Village. Review will be accomplished during the open Committee meetings held on the first Thursday of each month at 6:00pm in the Trinidad Village Clubhouse. Reviews by the TVAC are not mandatory, they are provided for assistance to the homeowner in preparation for remodel or new construction applications required by the AECC, Board of Directors or the General Manager. The TVAC will forward each request to appropriate approval authority with recommendation and will provide individual homeowners of actions taken within three working days of review.

9.22.1 Trinidad Village Roof Deck Spas – Spas will not be allowed on roof decks on Single Story Townhomes with zero lot lines.

9.23 Exterior Modifications in Montego Village- Modifications to the exterior of Montego Units, including patios and garage enclosures, should be submitted to the AECC for approval. Replacement of sliding doors and windows shall be considered inconsequential changes, provided they are made of aluminum or vinyl. Colors may be original bronze or white.

9.24 Kingston Village has the following guidelines for administrative approval by the General Manager.

9.24.1 Front doors and door screens - Doors can be modified to include any design as long as the opening size is not modified and the replacement material is solid wood or fiberglass exterior doors with wood stained finish and either white or existing gray trim.

White wash finish color pallet and wood style finishes limited to the color spectrum contained in the "Jeld-Wen" catalog, DG 35M 9/05 10-225 5780, page # 10 listed as follows: Honey, Caramel, Chappo, Sequoia, Mocha, Sable and Cashmere for fiberglass or wood doors is acceptable. Doors can have glass or decorative stained glass windows.

Door screens are acceptable but must match door color or existing or modified window trim.

9.24.2 Windows (Excluding fixed bay side) and screens - Windows and screens may be replaced with products approved by the American Architectural Manufacturing Association and installed in compliance with the Uniform Building Code per manufacturer's recommended installation instructions. The existing opening cannot be altered in size or shape and the color is limited to the existing bronze or white. Aluminum or vinyl products are allowed. Replacement must include all windows and screens in the unit; a partial replacement is not allowed.

9.24.3 Sliders may be replaced with any product approved by the American Architectural Manufacturing Association and installed in compliance with the Uniform Building Code per manufacturer's recommended installation instructions. The existing opening cannot be altered in size or shape and the color is limited to existing bronze or white.

Any design compatible with the above is acceptable (including french type doors both hinged or sliding) aluminum or vinyl products are also allowed. Replacement must include all sliders as viewed from the bay side, and for sliders in front areas, must match windows in color. If not replacing windows then slider must be bronze.

9.24.4 Awnings and window shades - Awnings and window shades are allowed but must be retractable. For upper units only, patio awnings are allowed but must be made from gray canvas (similar shade to existing trim) and can extend out from the building no further than ½ foot inside the patio rail. For awnings used as window shades (both upper and lower units) awnings may not go below 2 feet from the top of the window and cannot extend out from the windows by more than 3 feet. These awnings must also be gray canvas as described above.

9.25 Bulkhead Preservation – To preserve the integrity of the waterway bulkheads, there will be no excavation deeper than 18 inches in any yard that contains a “deadman” support system for the bulkheads nor may any underground garage be constructed within 15 feet of any “deadman” support systems. However, if the excavation is properly certified by a licensed civil engineer, it may be approved.

C.C.H.O.A.
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HOMEOWNERS ASSOCIATION

Architectural and Environmental Control Committee Application Form

PLEASE PRINT CLEARLY

1. Homeowner's Name _____
Please print

Cays Address _____
Please print

Phone Number _____ Email _____

2. Architect's Name _____
Please print

Address _____

Phone Number _____ Email _____

3. General Contractor's Name _____
Please print

Address _____

Phone Number _____ Email _____

4. Briefly outline the proposed project. _____

Additional Square Footage _____

List any other addresses with the similar type of project. _____

5. Estimated Start Date _____ Estimated Completion Date _____

RULE COMPLIANCE

6. The applicant is required to comply with all of the A.E.C.C. rules that are contained in Section 9 of the Member Handbook. A copy of Section 9 is attached. The applicant is also responsible to assure that their contractor complies with these rules. Any failure to adhere to these rules by the applicant or their contractor may result in fines and/or the removal of the work after it has been completed.

The following are some key rules. Consult Section 9 (attached) for specifics.

Please Initial

No commercial signs are allowed _____

Remodels must be complete within six months (Sect. 9.9.1)

Major Remodels within nine months (Sect. 9.9.1)

New homes must be complete within 15 months (Sect. 9.9.2) _____

Contractors are required to screen the job site and portable toilets _____

Dumpsters must be removed from the Coronado Cays each weekend _____

I have read Section 9.9.5 thru 9.19.4 – Construction Site appearance _____

I understand that my assessment will change if square footage is increased,
(ex. enclosed balcony or atrium into livable space) this excludes custom homes _____

Signature of Applicant _____ Date _____

The Architectural and Environmental Control Committee has received approval from the Board of Directors requesting the following items:

Any work that requires a permit from the City of Coronado Building Department, the homeowner must submit a copy of the “City Stamped Construction” plans and a copy of the City Permit to the Association office PRIOR to starting construction work on your Approved project.

Check # _____

Amount \$ _____

<u>Improvements which require mandatory review fees</u> – The following improvements require Architectural Committee’s review and a review fee must be paid.	
\$100	Remodeling
\$250	Major Remodeling
\$350	Dock Installation (per lot)
\$500	New Construction/Teardowns
\$300	License and Indemnity Agreement - if required, must be signed between the owner and Coronado Cays HOA for recordation.