

**CORONADO CAYS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

**March 26, 2025
Grand Caribe Room**

OPEN AGENDA

2:00 pm REGULAR SESSION ***REVIEW / DISCUSS / ACT UPON*** ***Page***

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE:

III. INTERIM DIRECTOR APPOINTMENT

- A. **APPOINT** Carla Bacon as the Interim Port Royale Village Director
(Moved to Item XV. E. NEW BUSINESS)

IV. CCHOA SECRETARY APPOINTMENT

- A. **APPOINT** Director Bob Peters as the CCHOA Secretary

V. RECOGNITION OF GUESTS:

VI. EXECUTIVE SESSION DISCLOSURE:

An Executive Session was convened on March 26, 2025, to review violations, hold violation hearings, review delinquencies, and review personnel matters.

VII. HOMEOWNER INPUT: (limited to 3 minutes per homeowner)

At this time, Homeowners will have the opportunity to address the Board on any items of interest. Homeowner comments on items not on the agenda and within the jurisdiction of the Board are welcome, subject to reasonable time limitations for each speaker. If you wish to address the Board at this time, please state your name and address and reserve your comments to no more than three minutes so that others may be allowed to speak. No action can be taken for any item not on the agenda.

VIII. APPROVAL OF MINUTES:

- A. Open Meeting Minutes for February 27, 2025 ***ACTION*** 66-70

IX. COMMITTEE REPORTS:

- A. Architectural and Environmental Control Committee:

PROJECT LINKS

1. **RECEIVE** AECC Meeting Minutes for March 11, 2025

ACTION 71-73

- (a) New Business:

- i. 8 Blue Anchor Cay – Replace Dock & Gangway ***Recommends to Approve***
Proposing to remove & replace an existing dock & gangway like for like. Piles remain in place. Wharfage area is in City waters; MTS will monitor installation. Confirmed square footage of dock & gangway combined is 368 square feet. The AECC recommends to approve plan as submitted.

- ii. 29 Port of Spain – New Fence ***Recommends to Approve***
Proposing to install a new white vinyl fence that is twelve (12) feet long and six (6) feet in height. This subject property is in the Village Town Home Zone. After careful consideration, the AECC recommends to deny plan as submitted, based on the Coronado Cays Specific Plan, Chapter 90.12 Village Townhome Zone, Section 90.12.050 Yard Setback (B) Fences and Walls which states, “Fences and Walls may not be located in the required front yard. Fences or walls not exceeding four (4) feet in may be located in the required rear yard of homes in Trinidad Village.” The AECC will consider a modified plan that reduces the fence height to a maximum four (4) feet in height. A modified plan was received on 03/12/25 reducing fence height and sent to the AECC for review via email. The AECC recommends to approve the modified

plan as submitted which reduces the fence height to a maximum four (4) feet in height. Neighbor agreed to four-foot height.

iii. 107 Antigua Court – Major Remodel

Recommends to Approve

Proposing a minor remodel to a lower unit condominium of kitchen & baths, new flooring, remove fireplace and remove kitchen load-bearing wall, a new window, a tub conversion and a mini-split air conditioning system installed on the ground in enclosed patio area. The Board requested an engineer's analysis of the kitchen wall and update architectural plans for review by AECC. Structural calculations have been submitted. Indemnity Agreement has been completed. The AECC recommends to reclassify this project as a "major" remodel per Section 9.8.1 of the CCHOA Member Handbook and collect additional fees/deposit. The AECC recommends to approve plan as submitted. Note: On 03/14/25 additional fees were collected.

iv. 77 Trinidad Bend – Major Remodel/Addition *Recommends to Approve with Condition*

Proposing a revised plan, dated 02/23/25, a second-story addition to include a new master bath, new closet, and new balcony, a new Jack & Jill bathroom, and remodel of existing home throughout. Increasing the square footage 401 square feet and 96 square feet for new balcony. After careful consideration, the AECC recommends to approve plan with condition that the south elevation on the 2nd floor be reduced to stay within the outer most exterior wall and cannot extend outside original footprint. Neighbor comments were positive regarding the plans.

B. Finance Committee – Mark Metzger

See Item XII. Treasurer's Report

C. Grand Caribe Task Force – Mark Crisson

UPDATE

1. **RECEIVE** Grand Caribe Task Force Meeting Minutes for February 12, 2025

ACTION 78-79

2. **APPOINT** Dianne Fishel to the Grand Caribe Task Force

ACTION

X. CONTRACT CONSENT CALENDAR:

ACTION

All items listed under this section are considered to be routine and will be acted upon with one motion. There will be no separate discussion of these items unless requested by a member of the Board, in which event the item will be considered separately in its normal sequence.

A. Maintenance Shop – Vehicle Gate

1. Budget: \$16,000 in Reserves for 2025-2026

80

2. Sole source bid from PGD&G for \$15,350 as preferred gate contractor, emergency repair.

Two other vendors came out multiple times and could not fix Montego vehicle and pedestrian gates.

3. **APPROVE** to contract with PGD&G for \$15,350

B. Antigua – Weep Screeds/Waterproofing Balconies

HANDOUT

1. Budget: \$88,000

2. Bids received from Cal South Builders for \$7,660/each, M15 for \$7,761/each, and Falcon Builders Group for \$10,800/each

3. **APPROVE to contract Cal South Builder with for \$7,660/each (Approximately 11 balconies)**

C. Antigua – Paint Garage Buildings

81-82

1. Budget: \$20,400 in Reserves for 2025-2026

2. Bids received from LP Construction for \$15,637.48; Lexus Painting for \$20,400; Cal South Builder for \$14,780 from 2023, no new bid was submitted

3. **APPROVE** to contract with LP Construction for \$15,637

D. Antigua – Gangway Paint and Repairs

HANDOUT

1. Budget: \$20,000 in Reserves for 2025-2026

2. Bids received from Lexus Painting for \$6,750; and LP Construction for \$6,700

3. **APPROVE to contract with Lexus Painting for \$6,750**

E. Kingston – Install stainless steel wall brackets to support trellis

83

1. Budget: \$18,408 Outside Contractors

2. Sole source bid received from Cal South Builders for \$3,170 as Maintenance Service Contractor

3. **APPROVE** to contract with Cal South Builders for \$3,170. HOA to provide \$6,500 in materials

XI. PRESIDENT’S REPORT: Mark Crisson

XII. TREASURER’S REPORT: Mark Metzger

- A. **RECEIVE** the Treasurer’s Report for February 2025, Pending Audit or Review **ACTION** 84-86
1. **APPROVE** Bank Reconciliation Summary, February 2025 **ACTION** 87
- (a) First Citizens Bank – Operating Account, February 28, 2025
- (b) Wells Fargo Advisors – Reserve Account, February 28, 2025
2. **APPROVE** Expenses Over \$10,000 **ACTION** 88
3. **APPROVE** Reserve Investment Summary, February 28, 2025 **ACTION** 89
- B. **RECEIVE** the Finance Committee Meeting Minutes for January 22, 2025 **ACTION** 74-77

XIII. MANAGER’S REPORT: Henry Angelino

- A. Department Summary Reports **UPDATE**
1. Administrative Approvals, Renee Stavros 90
2. Code Enforcement, Renee Stavros **HANDOUT**
3. Landscape, Mike Gaylord 91-92
4. Maintenance, Sergio Gonzalez 93-94
5. Safety, Allied Universal Site Supervisor, Gene Rowell 95-97

XIV. UNFINISHED BUSINESS:

- A. **Clubhouse User Fees** **HANDOUT ACTION**
- B. CCHOA Electronic Voting Rules Correction **ACTION** 98
- C. 21 Bridgetown Bend Addition – Revised Plan **ACTION**
1. Plan Set 3 – Approved with Conditions 99-104
2. Outcome Letter 105-106
3. Plan Set 4 – Latest Version 107-112
4. Plan Set 2 – Requested by Owner at February Board Meeting – DENIED 113-118

XV. NEW BUSINESS:

- A. 2025-2026 Draft Budget – Reserve/Operating
1. Reserve Budget Matrix 119
2. Reserve Contributions 120
3. Reserve Spending Plan 121-131
4. Operating Budget Compilation 132-134
5. Operating Budget Matrix 135-137
6. Insurance Premium 138
7. Assessment Fee History 139
- B. Legal Services Contract Revision (Epsten APC) 140-146
- C. Annual Meeting Date and Location (August 29, 2025 at Loews Coronado Resort) 147-148
- D. Delinquent Accounts: Intent to Lien/Lien: **ACTION**
1. Account 227515
- E. **APPOINT** Carla Bacon as the Interim Port Royale Village Director

XVI. CORRESPONDENCE: None

XVII. ANNOUNCEMENTS:

- A. The next Open Session Meeting is scheduled for April 24, 2025, at 2:00 pm.

XVIII. ADJOURNMENT: