

**CORONADO CAYS HOMEOWNERS ASSOCIATION**  
**Architectural and Environmental Control Committee**  
**January 14, 2025**

**MINUTES**

**I. CALL TO ORDER**

After establishing a quorum was present, Chair Kevin Brenden called the meeting to order at 5:00 p.m.

**II. ROLL CALL**

Committee Members Present: (6)

Kevin Brenden, Chair (Port Royale Village)

Tom Schibler, Board Liaison (Trinidad Village)

Sig Kupka, (Blue Anchor Cay)

Todd Dick, (Jamaica Village)

Lynda Pippenger, (Antigua Village)

Vernon Gorman, (Antigua Village)

Committee Members Absent: (0)

Staff in Attendance: (2)

Mike Gaylord, Assistant Manager

Donna Torregano, Office Assistant

Guests in Attendance: (5)

Peter Matz, Owner (25 Kingston Court)

Chris & Sara Braham, Owners (21 Bridgetown Bend)

Arnulfo Valdez, Architect (21 Bridgetown Bend)

Oscar Lopez, Contractor (21 Bridgetown Bend)

**III. APPROVAL OF MINUTES**

**MSUC<sup>1</sup> to Approve** the December 10, 2024 meeting minutes.

**IV. NEW BUSINESS**

1. 25 KINGSTON COURT – Expand Patio

Board is seeking clarification as to why the AECC finds this request to be “reasonable and an exception to the rule.” CCHOA Member Handbook 9.16.5.3.1 which states “that patios that have already been expanded by the current or previous owner will not be approved.” Indemnity Agreement has not been completed, pending approval. The AECC finds that this request is reasonable and deserves to be considered as an exception to the rule. Between the removal of the diseased

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<sup>1</sup> MSUC = Motion, Second, Unanimously Carried

palm tree and the particular small footprint of this space, this situation is a reasonable exception to the Member Handbook.

**MSUC: The Committee recommends to approve with the condition that an Indemnity Agreement be completed upon Board approval.**

2. 107 ANTIGUA COURT – Remodel

Proposing a minor remodel to kitchen & baths, new flooring, removing the fireplace and an interior wall, a new window, a tub conversion and a mini split air conditioning system installed on the enclosed patio. The Board requested an engineer's analysis of the interior wall removal to determine if a load bearing wall for review by the AECC.

The AECC reviewed an engineer's analysis that this interior wall is load bearing and that the constructions drawings will include foundation plan, second floor framing plans with details and material specifications. Indemnity Agreement has been completed

**MSUC: The Committee recommends to approve plan as submitted, including the scope of work outlined in the engineer's letter.**

3. 21 BRIDGETOWN BEND – Addition/Remodel

Proposing a second-story addition above existing dining room and kitchen area, increasing the square footage 400 square feet, a new roof deck above addition with 530 square feet, new prefab spiral staircase with access to addition and roof deck, and remodel kitchen. After careful consideration, the Committee recommends to deny project based on the fact that plan is not in character of the village per CCHOA Member Handbook, Section 9.17.1.1 Expansion.

On 01/20/25, owner submitted a revised plan that removed the roof top deck and revised plans were emailed to Committee for reconsideration. After careful consideration, the Committee voted to recommend approval via email.

**MSUC: The Committee recommends to approve the revised plan, dated 01/17/25, as submitted.**

4. 41 SANDPIPER STRAND – Hardscape

Proposing to renovate the front and rear yard hardscape, but not limited to, new barbeque, new fountain and fire bowls, cobblestone & pavers, relocating pool equipment, new seawall railing, landscape lighting, pool decking and modifying planters. The Board requested plans to be professionally documented that the fountain height is not more than 42 inches in height.

This proposed plan was resubmitted and removes the fountain height modification altogether and therefore, AECC recommends to approve plan as submitted.

**MSUC: The Committee recommends to approve plan as resubmitted.**

5. 32 TRINIDAD BEND – Extend Construction Deadline

Proposing to extend construction deadline to 03/28/25. Original estimated finish date 02/15/25. This project is a major remodel and all remaining work is to the interior. After careful consideration, the Committee recommends to approve request as submitted.

**MSUC: The Committee recommends to approve request to extend construction deadline to 03/28/25.**

**V. DISCUSSION**

**VI. ANNOUNCEMENTS**

The next meeting of the Architectural & Environmental Control Committee is scheduled for Tuesday, February 11, 2025 at 5:00 p.m. in the Grand Caribe Room. The Board will vote on Thursday, February 27, 2025 at 2:00 p.m. in the Grand Caribe Room.

**VII. ADJOURNMENT**

The meeting was adjourned at 5:47 p.m.



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Kevin Brenden, Architectural & Environmental Control Committee Chair