

C.C.H.O.A.  
 505 Grand Caribe Cswy.  
 Coronado, CA 92118



Office 619.423.4353  
 Fax 619.424.3923  
 www.cchoa.org

HOMEOWNERS ASSOCIATION

ARCHITECTURAL & ENVIRONMENTAL CONTROL COMMITTEE

**AECC MEETING SCHEDULE 2025-2026**

1. **SCHEDULE**

An AECC application and ten (10) sets of building plans 11 x 17 and two (2) 8 ½ x 11 copy of plans should be submitted to the Association by the date shown below with the applicable fees. Meetings are held at 5:00 P.M. in the Administration Office Grand Caribe Room located at 505 Grand Caribe Causeway, Coronado. The schedule is listed below:

<b>PLANS DUE IN OFFICE</b> 3 <sup>rd</sup> Monday of Preceding Month	<b>AECC MEETING DATES</b> 2 <sup>nd</sup> Tuesday of the Month
June 16, 2025	July 8, 2025
July 21, 2025	August 12, 2025
August 18, 2025	September 9, 2025
September 15, 2025	October 14, 2025
October 20, 2025	November 11, 2025
November 17, 2025	December 9, 2025
December 15, 2025	January 13, 2026
January 19, 2026	February 10, 2026
February 16, 2026	March 10, 2026
March 16, 2026	April 14, 2026
April 20, 2026	May 12, 2026
May 18, 2026	June 9, 2026
June 15, 2026	July 14, 2026



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APPLICATION FORM  
(Please Print)

Homeowner's Name: \_\_\_\_\_

Cays Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Architect's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

License Number: \_\_\_\_\_

Briefly outline the proposed project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional square footage: \_\_\_\_\_

List any other addresses with similar type project: \_\_\_\_\_

Estimated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

RULE COMPLIANCE

The applicant is required to comply with all AECC rules that are contained in Section 9.0 of the CCHOA Member Handbook. The applicant is also responsible to assure that their contractor complies with these rules. Any failure to adhere to these rules or their contractor may result in fines and/or removal of work after it has been completed.

**The following are rules & regulations to follow during construction, see CCHOA Member Handbook, Section 9.0 for specifics.**

Please Initial

No commercial signs allowed. \_\_\_\_\_

Remodels must be completed within six (6) months; Major Remodels must be completed within nine (9) months;

New construction/Teardowns must be completed in 15 months. \_\_\_\_\_

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 9.8 thru 9.8.8 - Construction site appearance. \_\_\_\_\_

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Once project is approved by the Board of Directors, the homeowner is required to provide to the AECC a copy of the "City Stamped Construction" plans and a copy of the "City Permit" to the Association Office **PRIOR TO** starting work on your Approved Project.

The following improvements require Architectural Committee review. A review fee/deposit must be paid.			
Check #	_____	Remodel	\$100.00 + \$500.00 Security Deposit
Amount Paid \$	_____	Major Remodel	\$250.00 + \$1,000.00 Security Deposit
		New Construction/Teardown	\$500.00 + \$2,500.00 Security Deposit
Check #	_____		
Amount Paid \$	_____	License & Indemnity Agreement	\$500.00
If required, must be signed between the owner and the CCHOA for recordation.			

Date:	_____	Neighbor Notifications Mailed
Mailed to:	_____	
	_____	

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## Homeowners Association

### ARCHITECTURAL & ENVIRONMENTAL CONTROL COMMITTEE APPLICATION STEPS FOR APPROVAL

The following are the steps for approval of an AECC application:

1. Obtain and submit a complete application, along with required submittal fee and deposit, a detailed description of the proposed plan or architectural plan showing, but not limited to, all dimensions, elevations, measurements, and material finishes to be used. Application forms are available at [www.cchoa.org](http://www.cchoa.org) in the Document Center.
2. Submit application no later than the 3<sup>rd</sup> Monday of the month to have it considered at the next AECC Committee meeting. The AECC Committee meets on the 2<sup>nd</sup> Tuesday of every month. A notification will be sent to you and your architect the Friday before the meeting with details. Neighbor notifications will also be sent to neighboring properties two weeks prior to the meeting to inform them of proposed project/plan and allow them an opportunity to express any concerns.
3. Submittals will be reviewed by the AECC and the Committee will make a **recommendation** to the Board, to approve or deny. The Board of Directors will meet on the 4<sup>th</sup> Thursday of each month and vote to approve, table, or deny the application. An outcome letter will be provided to owners informing them of the Board's decision. **Projects cannot be started or submitted to the City of Coronado without Board of Directors approval.**
4. If your application/plan is approved and requires a permit(s) from the City of Coronado, please come to the Association office to pick up your three (3) sets of stamped "**Approved**" plans so they can be submitted by you to the City of Coronado Community Development Department to apply for a permit(s). The Association will keep one set of plans in the Association file.
5. A copy of any permit(s) and a copy of the City's stamped "Approved" 11x17 construction plans on all elevations and all floor plans *is required* to be provided to the Association office *prior* to starting construction work. When submitting your permit, advise the Association office the date you will begin construction. Construction finish dates must meet the rules provided in Section 9.0 of the Member Handbook **six (6) months for a remodel, nine (9) months for a major remodel, and fifteen (15) months for new construction teardowns from the actual start date**. If completion finish date exceeds this deadline, you are required to request an extension of time to complete and provide new estimated finish date. **Failure to provide these documents to the Association office or request an extension of time to complete is a violation of the governing documents.**
6. The Association must approve any changes to your CCHOA approved plans. This includes changes required by the City of Coronado Building Department. The General Manager and AECC Chair may administratively approve inconsequential changes. Significant changes to the CCHOA approved plans must be submitted to the AECC and Board of Directors for additional consideration and approval.
7. Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature